

Meeting-Heading

Meeting Information			
Meeting Date/Time	2023-07-17		
Participants	All		
Estimated Time	15 Mins	Actual Time	25 Mins
Special Notes			
Call/Location Information	Teams		
Supported Documents	None		

Agenda:

- Documenting gathered requirements
- Preparing SRS
- Preparing PPR
- Preparing PPP

Notes/Clarifications:**Meeting Minutes:**

- Amaajith documented all requirements from the source document
- Rafaha prepared PPP and PPR
- Zahra and amaajith outlined and prepared SRS

Action Items:

Action item	Decision made by