**Kick-off Meeting**

**Date: 27-Oct-2023**

**Project Name:** Global Treps Project

**Meeting Objectives:** Meeting for project understanding and discussion.

**Attendees:** 1. Agam Shah

2. Chetna Chandar

3. Deepthi Muraleedharan

4. Subin Varughese

**Agenda:**

* Selection of team leader
* Review previous project rubrics and understand of current project details
* Project goals and objectives
* Assigning tasks according with due dates
* List of action items that needed to be done next.

**Action item:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| #NO | Resource/ Assigned to | Action Item | Reviewed by | Due Date | Actual due date |
| 1 | Team | Team Charter & Pledge Form | Team | 5th Nov | 10th Nov |
| 2 | Agam & Chetna | Work Breakdown Structure (WBS) | Deepthi Muraleedharan | 9th Nov | 11th Nov |
| 3 | Deepthi & Subin | Gantt Chart | Deepthi Muraleedharan | 10th Nov | 12th Nov |
| 4 | Subin & Deepthi | Milestone List | Deepthi Muraleedharan | 9th Nov | 11th Nov |
| 5 | Chetna & Agam | Scope Validation & Change Control | Team | 9th Nov | 11th Nov |
| 6 | Deepthi Muraleedharan | Meeting Minutes | Team | 10th Nov | 12th Nov |
| 7 | Team | PowerPoint Slide Deck | Team | 12th Nov | 14th Nov |
| 8 | Team | Group Presentation | Team | 15th Nov | 15th Nov |

**Summary:**

The meeting was conducted to get a brief introduction to the project and its objectives. The purpose of the meeting was to understand the main steps of the project, the goals, and the timeline. We decided to go through the details and understand each step thoroughly. As a group separated the tasks and scheduled a due date for submission. We have also selected Deepthi as the group leader. Reviewed and discussed about the rubrics details that got for the project part 1 and decided to improve and not repeat the mistakes.

**Date and time of next meeting:** 1st Nov 2023

**Meeting Minutes**

**Date: 1st Nov 2023**

**Project Name:** Global Treps Project

**Meeting Objective:** Review respective tasks, update further actions, and discuss the obstacles.

**Attendees:** 1. Agam Shah

2. Chetna Chandar

3. Deepthi Muraleedharan

4. Subin Varughese

**Agenda:**

* Review project timeline
* Discussed the hurdles and status of the project.
* Discussion of progress and submission of the project tasks.
* Schedule an upcoming meeting.

**Action Table:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| #NO | Resource/ Assigned to | Action Item | Reviewed by | Due Date | Actual due date | Status |
| 1 | Team | Team Charter & Pledge Form | Team | 5th Nov | 10th Nov | completed |
| 2 | Agam & Chetna | Work Breakdown Structure (WBS) | Deepthi Muraleedharan | 9th Nov | 11th Nov | In progress |
| 3 | Deepthi & Subin | Gantt Chart | Deepthi Muraleedharan | 10th Nov | 12th Nov | In progress |
| 4 | Subin & Deepthi | Milestone List | Deepthi Muraleedharan | 9th Nov | 11th Nov | In progress |
| 5 | Chetna & Agam | Scope Validation & Change Control | Team | 9th Nov | 11th Nov | In progress |
| 6 | Deepthi Muraleedharan | Meeting Minutes | Team | 10th Nov | 12th Nov | Pending |
| 7 | Team | PowerPoint Slide Deck | Team | 12th Nov | 14th Nov | Pending |
| 8 | Team | Group Presentation | Team | 15th Nov | 15th Nov | Pending |

**Summary:**

* Checking timeline and progress of the project.
* Reviewing documents and further updates with individual progress.
* Reviewing obstacles and changes need to be done.
* Taking actions on items needs to be submitted after meeting.

**Date and time of next meeting:** 12th Nov 2023

**Meeting Minutes**

**Date: 12th Nov 2023**

**Project Name:** Global Treps Project

**Meeting Objective:** Review respective tasks and update further, submission of deliverables.

**Attendees:** 1. Agam Shah

2. Chetna Chandar

3. Deepthi Muraleedharan

4. Subin Varughese

**Agenda:**

* Review project timeline
* Reviewed the hurdles and status of the project.
* Discussion of progress and submission of the project tasks.
* Discussion for PowerPoint presentation

**Action Table:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| #NO | Resource/ Assigned to | Action Item | Reviewed by | Due Date | Actual due date | Status |
| 1 | Team | Team Charter & Pledge Form | Team | 5th Nov | 10th Nov | completed |
| 2 | Agam & Chetna | Work Breakdown Structure (WBS) | Team | 9th Nov | 11th Nov | Completed |
| 3 | Deepthi & Subin | Gantt Chart | Team | 10th Nov | 12th Nov | Completed |
| 4 | Subin & Deepthi | Milestone List | Team | 9th Nov | 11th Nov | Completed |
| 5 | Chetna & Agam | Scope Validation & Change Control | Team | 9th Nov | 11th Nov | Completed |
| 6 | Deepthi Muraleedharan | Meeting Minutes | Team | 10th Nov | 12th Nov | In Progress |
| 7 | Team | PowerPoint Slide Deck | Team | 12th Nov | 14th Nov | Completed |
| 8 | Team | Group Presentation | Team | 15th Nov | 15th Nov | In Progress |

**Summary:**

* Checking timeline and progress of the project.
* Reviewing documents and further updates with individual progress.
* Reviewing obstacles and changes need to be done.
* Taking actions on items needs to be submitted after meeting.
* Reviewed all the deliverables of planning stage.
* Decided to make presentation after the meeting.