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| --- | --- | --- | --- | --- |
| **Name of the**  **deliverable** | **Team member name responsible**  **for completing** | **Actual Time (in Hours) spent by Team Member** | **Reviewed by** | **Actual Time spent  in review by project leader/team member** |
| Weighted scoring model. | Deepthi Muraleedharan | 20 hours | Aagam Shah |  |
| Business case | Chetna Chander | 20 hours | AAGAM SHAH/CHETNA |  |
| Project charter. | Subin Varughese | 20  hours | Aagam Shah |  |
| Meeting Minutes | Name of a Team Member goes here |  | Name of the Project Leader/Team member goes here |  |
| Power Point Slide Deck for Team Presentation | Aagam Shah |  | Chetna, Deepthi, Subin |  |