**Meeting Notice**  **Minutes**

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| --- | --- |
| **Subject** | Group Meeting |
| **Project Name & No. (if applicable)** | NA |
| **# of Attendees** | 8 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | Jan 21st, 2022, | **Time** | 1.00pm to 2.00pm | **Place** | NTDP B185 |

| **Participants** | **Present** | **Comments** |
| --- | --- | --- |
| Dheeraj Reddy Aguthu | Yes |  |
| Abhay Arora | Yes |  |
| Ravi Teja Balaji | Yes |  |
| Meghana Junnutula | No | Will join Team next week |
| Praveen Nakka | Yes |  |
| Srikanth Gopi | Yes |  |
| Balusu Charishma Naga Sai Sarada | Yes |  |
| Dodda Geetha Krishna | Yes |  |

| **No.** | **Agenda Items** |
| --- | --- |
|  | Group Meeting |

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| **Topic** | **Discussion Points** | **Action Items** |
| Group Meeting | * Team members presented themselves and talked about their former work experiences. * Group members discussed previous project contributions and shared some project ideas. * Considered and chose technologies/frameworks that everyone could deal with and manage throughout the project schedule | * The team will finalize the project ideas before next the meeting. |
| Next Meeting | Project Kickoff Meeting | * Scrum Master will plan the meetings for requirement gathering and design phases next week |