**Meeting Notice**  **Minutes**

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| **Subject** | HMS Deliverables 2 Discussion |
| **Project Name & No. (if applicable)** | Hospital Management System |
| **# of Attendees** | 8 |

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| **Date** | Feb 25th, 2022, | **Time** | 1.30pm to 2.30pm | **Place** | Zoom |

| **Participants** | **Present** | **Comments** |
| --- | --- | --- |
| Dheeraj Reddy Aguthu | Yes |  |
| Abhay Arora | Yes |  |
| Ravi Teja Balaji | Yes |  |
| Meghana Junnutula | Yes |  |
| Praveen Nakka | No |  |
| Srikanth Gopi | Yes | Joined after the regular lecture |
| Balusu Charishma Naga Sai Sarada | No |  |
| Dodda Geetha Krishna | Yes |  |

| **No.** | **Agenda Items** |
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|  | HMS Deliverables-2 Meeting |

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| **Topic** | **Discussion Points** | **Action Items** |
| HMS Deliverables | * Split the deliverable-2 tasks among the team. * Discussion on Requirement Specification Guidelines. * Analysis of Functional/Non Functional Requirements. * Discussion on Project Implementation plan. | * Scrum Master/Coordinator will set up deliverable 2 tasks on Trello Board and assigned the same to respective members * Team members will update the task status and push the latest code on GitHub before the deliverable submission deadline. |
| Next Meeting | Phase 1 design and implementation |  |