**Meeting Notice**  **Minutes**

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| **Subject** | HMS Deliverables 1 Discussion |
| **Project Name & No. (if applicable)** | Hospital Management System |
| **# of Attendees** | 8 |

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| **Date** | Feb 02nd, 2022, | **Time** | 7.45pm to 8.45pm | **Place** | Zoom |

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

| **No.** | **Agenda Items** |
| --- | --- |
|  | HMS Deliverables-1 Meeting |

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| **Topic** | **Discussion Points** | **Action Items** |
| HMS Deliverables | * Divide the deliverable-1 tasks among the team. * Discussion on Gant/Pert Chart for Project milestone plan. * Showed the basic outline of the project along with a common directory project structure. * Discussion on Project Report and Ppt associated with Deliverable 1 tasks. | * Team members will update the status of their deliverable-1 tasks on the Trello board. |
| Next Meeting | Discussion on Project Schedule and upcoming assignments | Scrum Master will schedule multiple brainstorming sessions/meetings between the team members for requirement and design phases of applications |