**Meeting Notice**  **Minutes**

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| **Subject** | HMS Kick-off Meeting |
| **Project Name & No. (if applicable)** | Hospital Management System |
| **# of Attendees** | 9 |

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| **Date** | Jan 28th, 2022, | **Time** | 1.30pm to 2.30pm | **Place** | NTDP B185 / 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 | Yes | Joined via Zoom |
| Dodda Geetha Krishna | Yes |  |
| Hyunsook Do | Yes |  |

| **No.** | **Agenda Items** |
| --- | --- |
|  | HMS Kick-off Meeting |

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| **Topic** | **Discussion Points** | **Action Items** |
| HMS Kick-Off | * Talk about the Project ideas and conclude the Project topic * Restructured deadlines and forthcoming assignments/tasks into Trello Kanban Board. * Decided project complexity and common features * Allocated the group members on basis of technical skill sets. | * Team members will update the status of their to-do/doing tasks on the Trello board on daily basis. * Group members will setup the GitHub repo and verify the commit status. |
| Next Meeting | Deliverables 1 Discussion |  |