

**TA Meeting**  
Meeting Minutes  
August 17, 2014

**Opening:**

The meeting was telephonic scheduled to held on 17/08/2014 at 9:30PM.

**Present:**

A. Mamatha, Adhish Singla, Shivam Khandelwal

**A) Agenda**

Initial requirement report submission.

**B) Old Business**

There was no old business to discuss.

**C) New Business**

- Meeting held with clients was explained briefly.
- The weekly work done report was given orally.
- The current status as per the last meeting of team (afternoon on the same day) was given, with names of each member working for which tool.
- Write access to the BitBucket and Timetable of TA (to schedule weekly meetings accordingly) was demanded.
- A. Mamatha asked us to email the written Initial requirement report to her Email.

**D) Adjournment**

At 10:00 PM, the meeting was adjourned.