**MEETING MINUTE –(ORGANIZATION)**

**LOCATION-**

**DATE- (LOGO)**

**TIME**-

**MEETING CREATED BY- MINUTE TAKER-**

**FECILITATOR- TIME KEEPER-**

**TYPE OF MEETING-**Purpose

**ATTENDANCE PRESENT-**

**AGENDA ITEMS**

AGENDA ITEM PRESENTER NAME DUE DATE

* Coding in python
* To extract, pull and review

Code of palm formula

* Draft of campaign formula
* To clean up the code

**ACTION ITEMS**

ITEM DESCRIPTION RESPONSIBLE DUE DATE

**SUMMARY-**

* A person wants coding in python, to get his test cases written and generous coding and the person who will get the work done is working on Amazon and Redchef.
* He is not having the time today so they fixed the next day.
* Main agenda is to extract code of palm formula, review it and pull it.
* Tim will be required to clean up the code.
* There is an error in the code which is end bound.
* Kelly, Shi, Sai, Bharat, Brandy ,Michael Groomer, Brent, Tim are involved in this project.
* He also wants a draft of campaign in which API should be used.
* A sheet of campaign summary is required having two tables one of data and other of details.