Project Meeting |MINUTES

**Date: 09/July/2015 | Time: 2.00 P.M | Meeting Location: Training room**

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| |  |  | | --- | --- | | Meeting called by | Development Team And Ujwal Batkal (Project Owner) | | Type of Meeting | Project Status and Requirment discussion | |  |  | |  |  | |  |  | | |  | | --- | | Attendees  Mrs. Rama Bedarkar  Mr. Madhukar Hunde  Mr. Suraj Barskar |   Mr. Amardeep Patil  Mrs. Rupali Sabale |

* **Points of Discussion:**
* Project Review and Requirment discussion
* Faculty Login
* Sprint-1 and Sprint-2 reviews
* **Action Plan and Timeframe:**

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| **Action** | **Name** | **Date** | **Status / Comment** |
| Design pages for faculty login | Rupali | 0 -March-14 |  |
| Issues will be fixed | Madhukar and Suraj | 03 -March-14 |  |
| Draw flow chart of Project Planning | Suhas Sir | 03 -March-14 |  |
| Create template for project status reporting for PMT process | Suhas Sir | 03 -March-14 |  |
| Create Risk Repository | Suhas Sir | 20 -March-14 |  |
| Escalation procedures to plan | Suhas Sir | 03 -March-14 |  |