**Compucom Tracker Project Kick-off Meeting**

**Date: 17-Jan-2017 Venue:** Conference Room (in MD Block)

The main agenda of this meeting is to make team members aware about the project to develop a GPS tracking system-‘Compucom Tracker’.

**Main Agendas of the Meeting**

Project Overview

Roles and Responsibilities

Deadlines

Tools and Technology

List of attendees:

|  |  |
| --- | --- |
| Name | Signature |
| Manoj Agarwal |  |
| Rajesh kumar Arora |  |
| Amit Sharma |  |
| Alok Kumar |  |
| Swati Khandelwal |  |
| Amit Vijay (System Admin) |  |
| Thomas Mathew (Network Admin) |  |
| Satyendra Jain (HR) |  |

MOM:

Manoj Agarwal shall be the Project Manager for this project named Compucom Tracker.

Amit Vijay and Thomas Mathew confirmed the availability of required hardware/software/network resources.

Satyendra Jain confirmed the availability of man power for the project

Rajesh Kumar Arora shall lead the System Architect and development of the project

Alok Kumar and Amit Sharma shall be the developer of the project

Swati Khandelwal shall the QA/tester of the project.