|  |  |
| --- | --- |
|  | **Meeting Minutes** |

**Attendees**

**Project Lead.**

**Bharat-Hourly Contractor**

**Agenda Covered**

**The meeting was regarding all the modifications and work to be done on the projects currently in hand of the hourly contractor as well as assigning him the new task and briefing him about the tasks needed to be performed by him.**

**Participant Decisions:**

**Project Lead:-**

**The Project lead decided on arranging a meeting on Monday with the contractor as well as assigning him one more task to work upon apart from the side project and the Campaign summary.**

**Contractor:-**

**The Contractor agreed on making all the changes to the Data provided by the team lead and preparing atleast 10 questions for him.The team lead agreed on working upon the newly asigned task about the Palm test and the database to generalize.**

**Members not in attendance**

**Kelly**

**Shree**

**Sai**

**Follow Up Actions**

**To meet on monday for meeting.**

**Covering the new project plus the campaign and the side project**

**ASSUMPTIONS:-**

**The day of the meeting is Saturday as the day after tommorrow for meeting is Monday.**

**Bharat is the hourly contactor who works for the project lead or takes tasks from him.**

**Bharat actually works under Kelly.She may be the Team leader.**

**Bharat's friend is looking for a job and is a good coder.**

**SUMMARY:-**

**The project lead has assigned a new code base to bharat for improving it and making it more generalize so that it can be used more effectiively.**

**He has to prepare test cases and rewrite the code.Had to keep in mind all the referencial integrity of the data.He has to use the New Palm technology application for implementing this.Along with this side projects and the campaign summary are also to be completed by him.The meeting was regarding the discussion of this new assignment and all the activities to be performed for meeting the requirements of the Project lead.**