

# Minutes of Meeting

- **Tasks (T)**
- **Decisions (D)**
- **Information (I)**

- Date: 10-04-23
- Time: 17:30
- Topic: Client Meet
- Goal: Final walk through of the project run flow
- Attendees: Jitesh Sekar (client), Team Members - Anushka Jain, Nandini Maroo, Md Faizal Karim, Utsav Shekhar

Type	Description	Owner	Deadline
D	Discussing features of the system in detail; re-analyzing the system requirements	-	-
I	Concluding how the system will flow once a leave is requested	-	-
T	Implementing leave requests and approval	Team members	3 weeks
T	Submitting a features requirement document to the client	Team members	2 days

- Next meeting: 20-04-23