**Client Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Project Management collaboration tool |
| **Team Name:** | Phoenix |
| **Purpose:** | Introduction about project |
| **Day, Date & Time:** | Tuesday, June 13, 2017 3:30 PM |
| **Location of Meeting:** | CH 3600 |
| **Attendees:** | Anudeep, Vineeth, Sanjay, Shravani, Hemanth, Bhardwaj, Sudharshan |
| **Absentees:** | NA |

**Agenda:**

**Introductions of attendees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Role | Email | Contact No. | Responsibilities |
| Sanjay Bedudoori | Primary Contact | [S528106@nwmissouri.edu](mailto:S528106@nwmissouri.edu) | +1 660-528-0163 | Represents the entire team and primary contact to the client. Communicates project progress, issues and changes with the client. |
| Venkata Bhardwaj Avasarala | Client Management | [S528103@nwmissouri.edu](mailto:S528103@nwmissouri.edu) | +1 660-528-0954 | Responsible for meeting with a client, give updates to the client and get requirements from client. |
| Sudharshan Reddy Kankara | Requirements management | [S528138@nwmissouri.edu](mailto:S528138@nwmissouri.edu) | +1 660-528-0849 | Responsible for requirements gathering, maintaining and updating them as per client. Also, makes sure that these requirements are met. |
| Shravani Alampalli | Issues management | [S528100@nwmissouri.edu](mailto:S528100@nwmissouri.edu) | +1 484-644-8469 | Responsible for tracking all the issues and ensures that they are resolved on time. |
| Hemanth Sai Kishore Nersu | Data Management | [S528158@nwmissouri.edu](mailto:S528158@nwmissouri.edu) | +1 660-528-0191 | Responsible for collecting, storing, managing the data in the database and connect data with the system. Manages all the data of the project including the database. |
| Anudeep Reddy Mallidi | Quality and testing management | [S528146@nwmissouri.edu](mailto:S528146@nwmissouri.edu) | +1 660-541-3937 | Responsible for handling quality and testing throughout the SDLC process. Manages test cases and provides appropriate deliverables for the test modules. |
| Vineeth Gajula | Communications and documentation management | [S528124@nwmissouri.edu](mailto:S528124@nwmissouri.edu) | +1 660-528-0509 | Manages all the documentation and communication for the project. Tracks all the changes and maintain them. |

**Background of project**

Collaboration tool is an integration of variety of software’s and online services used by people to work on together. There are several components like messaging, file sharing, shared calendar, integration of GitHub which allows users to work simultaneously regardless of their physical location.

**Discussion of project scope, time, and cost goals**

The scope of this project is to build a collaboration tool which allows a group of users to work together and share the work among themselves. This is only summary of the project and detailed explanation is written in requirement gathering document etc.

Total time would be approximately:

15 (hours per person) \* 7 (persons) \* 6(week in a semester) = 630

15 (hours per person) \* 7 (persons) \* 13(week in a semester) = 1365

1995 approx.

**Discussion of other important topics**

What a collaboration tool does?

Overview of slack/Hip chat tools

Project requirements Discussion.

**Client Wish List:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Action Item** | **Assigned To** | **Due Date** |
| 1 | Explore Shared calendar feature | Sudharshan, Vineeth |  |
| 2 | Explore Messaging feature | Sanjay, Shravani | Upto next client meeting |
| 3 | Explore Shared document feature | Hemanth, Anudeep |  |
| 4 | Explore Language support feature | Bhardwaj |  |

**Date and time of next client meeting: June 19, 2017**