**Minutes of Meeting**

**Team Name:** DSEs

**Team Members/ Attendees**:

Abhinav Bhandaram (Team LEAD)

Rajashekar Goud Korakoppula

Sreedevi Koppula

Kaza Nikhitha

**Meeting on:** 09/08/2016

**Location:**  Willis Library

**Time:** 18:30-21:00

**Topics discussed:**

1. Risks involved in the project and their contingency plans

2. High level project plan, project timeline

3. GANTT and PERT charts parameters

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| --- | --- | --- | --- |
| Member name | Contribution description | Overall Contribution (%) | Note  (if applicable) |
| Abhinav | Risks involved in the project, high level project plan, project timeline, GANTT and PERT charts | 25 |  |
| Rajashekar | Risks involved in the project, high level project plan, project timeline, GANTT and PERT charts | 25 |  |
| Nikhitha | Risks involved in the project, high level project plan, project timeline, GANTT and PERT charts | 25 |  |
| Sreedevi | Risks involved in the project, high level project plan, project timeline, GANTT and PERT charts | 25 |  |