

## Minutes of Meeting

Date	26.05.2017
Time	10:00 – 12:00
Venue	IEM
Purpose	Product Demo and Preperation for Audit
Facilitator	Ashish Kumar Sarkar
Note-Taker	Bhaskar Tejaswi
Attendees	Ashish Kumar Sarkar, Bhaskar Tejaswi, Pooja Ganguly, Debanjana Kar, Anudeep Ghosh, Harshit Kandhway

	Discussion and Decision	Action By (Person Responsible/Deadline)
1.	Review of action items from the last meeting	All the members present.
3.	Product Demo conducted successfully.	
4.	Preperation for Final Audit : Wiki Updation	Ashish Kumar Sarkar and Bhaskar Tejaswi (by 27.05.2017)
5.	Testing on QA Machine of overall working of all three apps	Bhaskar Tejaswi (by 27.05.2017)