Group 03 – Remote Phone Book Server for Client

**MINUTES OF MEETING**

**12-10-2022**

**Agenda**

* Create shared folder / sub folders
* Select the leader of the team
* Prepared Scheduled Plan
* Create a github repository

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Leading the team** | Upendra Gupta | 12-10-2022 |
| **Scheduling the Meeting** | Subranshu Sahu | 12-10-2022 |
| **Preparing Minutes of Meeting** | Sandhya | 12-10-2022 |
| **Creating shared directories** | Venkata Satya Lakshmi Divya Varapula | 12-10-2022 |
| **Scheduled Plan Preparation** | Swetha Ganga | 12-10-2022 |
| **Create github repository** | Bhanu Prakash Korlepara | 12-10-2022 |