**Project Team Meeting**

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| **Project Name:** | Bearcat Furniture Hub |
| **Purpose:** | Working on Data Flow Diagram and GUI |
| **Day, Date & Time:** | Wednesday, 05/23/2023 & 12:00PM |
| **Location of Meeting:** | CH3300 |
| **Attendees:** | Gollamudi Mahima Chowdary, Mallela Mamatha, Mallela Gautam Sagar, Pilli Sanjay Kumar, Yarapathineni Sai Tejaswini. |
| **Absentees:** | None |
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**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Working on Data Flow Diagram | Yarapathineni Sai Tejaswini | 05/23/2023 |
| Working on Data Flow Diagram | Mallela Mamatha | 05/23/2023 |
| Working on Data Flow Diagram | Gollamudi Mahima Chowdary | 05/23/2023 |
| Working on Data Flow Diagram | Pilli Sanjay Kumar | 05/23/2023 |
| Working on Data Flow Diagram | Gautam Sagar Mallela | 05/23/2023 |

**Date and time of next project team meeting:**

**05/24/2023 & 12:00PM**