**Project Name: Automatic Playlist Recommendation System**

**Prepared by: Date:** *2017 09 27*

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The team organized as a virtual team.

Webinar is conducted using Cisco Webex initially during planning phase of project.

All discussions are posted on Trello.

Trello Board meeting utility is used to organize all meetings.

Minutes of meeting document is prepared, to refer to points discussed, plan next activities discussion queries and potential risks.

A record of all minutes of meetings has been added.

Slack is used to post all general discussion.

Slack has been synced with git and Trello to enable updates to everyone.

Initially Slack has been used to discuss project ideas too.





