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| Meeting Title | : | **E-Appointment Weekly** |
| Time & Place | : | 17th Mar 2016 , 2:00PM – 3.00PM , Online Zoom |
| In Attendance | : | |  | | --- | | **Name** | | Sangeeta Joshi | | Ekta Khiani | | Shweta Sahu | | Nilam | | Shravani | |
| Absent | : | None |
| Agenda | : | **To discuss the theme of the project and discuss progress** |
| Minutes Submitted By | : | Sangeeta Joshi |
| Next Meeting  Time & Place | : |  |
| Sign Off | : |  |

| Meeting Notes, Decisions, Issues |
| --- |
| **Purpose : To discuss the theme of the project and discuss progress** |
| **Details** |
| 1. Discussed the theme of the project and decided one. 2. Discussed the progress and impediments. |

| Action Items | | | | |
| --- | --- | --- | --- | --- |
| **ID** | **Action** | **Owner** | **Due Date** | **Status** |
| 1. |  |  |  |  |