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| Meeting Title | : | **E-Appointment Weekly** |
| Time & Place | : | 22nd Mar 2016 , 2:00PM – 3.00PM , Online Zoom |
| In Attendance | : | |  | | --- | | **Name** | | Sangeeta Joshi | | Ekta Khiani | | Shweta Sahu | | Nilam | | Shravani | | Abdul | |
| Absent | : | None |
| Agenda | : | **To discuss and set the GITHUB** |
| Minutes Submitted By | : | Sangeeta Joshi |
| Next Meeting  Time & Place | : |  |
| Sign Off | : |  |

| Meeting Notes, Decisions, Issues |
| --- |
| **Purpose : To discuss and set the GITHUB** |
| **Details** |
| 1. Got everyone added to the project repo 2. Installation of the GIT client in the machines and checked out the project 3. Knowledge transfer to the team to know how GIT works. |

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