**Project Team Meeting**

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| **Project Name:** | Celebremos |
| **Purpose:** | Online Invitation |
| **Day, Date & Time:** | Sunday, August 25, 2019,4:32 pm |
| **Location of Meeting:** | Valk Centre 129 |
| **Attendees:** | Vishal Reddy Pannala  Saikumar Nalivela  Sairam Badisa  Haripriya Rao Jupally  Karun Bourishetty  Indra Reddy Mamidi  Poojitha Singham |
| **Absentees:** |  |
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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** |
| Project related documents | Haripriya Rao Jupally | August 26, 2019 |
| Project Objectives | Karun Bourishetty  Sairam Badisa  Vishal Reddy Pannala  Poojitha Singham  Indra Reddy Mamidi  Saikumar Nalivela  Haripriya Rao Jupally | August 26, 2019 |
| Project scope, time and cost goals | Karun Bourishetty  Sairam Badisa  Vishal Reddy Pannala  Poojitha Singham  Indra Reddy Mamidi  Saikumar Nalivela  Haripriya Rao Jupally | August 26, 2019 |

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

Monday, August 26, 10:00 am.