**Project Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Celebremos |
| **Purpose:** | Online event management |
| **Day, Date & Time:** | Tuesday, June 18, 2019 & 11:45 am |
| **Location of Meeting:** | Colden hall 3650 |
| **Attendees:** | Hari Priya Jupally  Karun Bourishetty  Indra Reddy Mamidi  Vishal Reddy Pannala  Saikumar Nalivela  Poojitha Singam  Sairam Badisa |
| **Absentees:** | None |
|  |  |

**Agenda:**

* Introductions of attendees - Yes, Introduced to client
* Background of project – Just the introduction of the project
* Review of project-related documents (i.e. business case, project charter)

1. Worked on the team logo and identified the individual contribution to the project.
2. Worked on the project charter.

* Discussion of project organizational structure - None
* Discussion of project scope, time, and cost goals - Yes
* Discussion of other important topics - None
* List of action items from meeting

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Login functionality | Karun Bourisetty | 06/19/2019 |
|  |  |  |

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

Wednesday, June 19, 2019 & 10: 15 PM