**Project Team Meeting**

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| **Project Name:** | Celebremos |
| **Purpose:** | Online event management |
| **Day, Date & Time:** | Wednesday, June 19, 2019 & 11:00 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 – Introduction of the project

* Review of project-related documents (i.e. business case, project charter, project documentation)

1. Worked on the sign in functionality of our project and identified the individual contribution to the project.
2. Worked on the project documentation

* Discussion of project organizational structure - None
* Discussion of project scope, time, and cost goals - Yes
* Discussion of other important topics – Yes (Sign In functionality)
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Sign In functionality | Karun Bourishetty, Vishal Pannala, Indra Reddy | 06/19/2019 |
| Final prototype | SaiKumar Nalivela, Haripriya | 06/19/2019 |
| Mid term Presentation | Poojitha , SaiRam Badisa | 06/19/2019 |

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

Thursday, June 20, 2019 & 10: 15 AM