**Client Team Meeting**

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| **Project Name:** | Celebremos |
| **Purpose:** | Online event management |
| **Day, Date & Time:** | Friday, August 30, 2019 & 10:00 am |
| **Location of Meeting:** | Valk Centre 129 |
| **Attendees:** | Hari Priya Jupally  Karun Bourishetty  Indra Reddy Mamidi  Vishal Reddy Pannala  Saikumar Nalivela  Poojitha Singam  Sairam Badisa |
| **Absentees:** | None |
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**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

**Client Wish List:**

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| **Action Item** | **Assigned To** | **Due Date** |
| Designing the modules | Vishal Reddy Pannala | 09/04/2019 |
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**Date and time of next client meeting:**

Wednesday, September 4, 10:00 am.