**Client Team Meeting**

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| **Project Name:** | Celebremos |
| **Purpose:** | Online event management |
| **Day, Date & Time:** | Monday, 06/10/2019 & 12:00 PM |
| **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

1. We introduced our self to the client with names.

* Background of project

1. Client has discussed overview of the goal and project scope.

* Discussion of project scope, time, and cost goals – Just introduction
* Discussion of other important topics - None

**Client Wish List:**

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| **Action Item** | **Assigned To** | **Due Date** |
| Project Charter | Hari Priya Jupally | 06/12/2019 |
| Project Management Plan | Karun Bourishetty | 06/13/2019 |
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**Date and time of next client meeting:**

Tuesday, 06/11/2019 & 10:15 PM