**Project Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | Celebremos |
| **Purpose:** | Online event management |
| **Day, Date & Time:** | Tuesday, June 11, 2019 & 11:30 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 and requirements
* Background of project – Reviewed in depth into the project concept and requirements.
* Requirement gathering for the project (i.e. scope, project charter)

1. Worked on the initial draft of the project.
2. Identified the individual contribution to the project.
3. Started collecting list of requirements

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

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Project Charter | Hari Priya Jupally | 06/12/2019 |
| Project management plan | Karun Bourishetty | 06/13/2019 |
|  |  |  |

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

Wednesday, June 12, 2019 & 10: 15 PM