**Project Team Meeting**

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| **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.

* 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

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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 project team meeting:**

Wednesday, June 12, 2019 & 10: 15 PM