Minutes of Meeting

• **Topic:** First Client Meet

• **Date:** 17-01-2024

• Time: 18:00

• **Duration:** 45mins

• Goal: Understand the project requirements and scope

• Attendees: Sai Sudhan, Karthikeya, Sai Praneeth, Kriti, Vivek Hruday

• Points discussed:

- 1. Clarification on Client's vision for the project.
- **2.** Purpose of the project.
- **3.** Discussed the functionalities required for the project.
- **4.** Tools and resources to be used.

• Next Meet: 25-01-2024