|  |  |  |  |
| --- | --- | --- | --- |
| **Project ID:** | **IAP-001** | **Project Name:** | **Insurance Agent Portal** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | 23-07-2020 | **Coordinator:** | Chandravadhan Prajapati |
| **Start Time:** | 3:30 pm | **Scribe:** | Varun Khadayate |
| **Duration:** | 30 min | **Venue:** | MS Teams |

|  |  |
| --- | --- |
| **Meeting Type:** | **Initiation, Status Review** |
| **Purpose:** | **To review the Requirement Specification Document(s)** |
| **Attended by:** | **Kartik(CL), Simran(PL), Varun(ML), Jitesh(PM), Shreyash(TM)** |

**Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Owner** | **Status** |
|  | To get final approval on the requirement specification document by the client. | Jitesh Mishra | Discussed |
|  | Discuss modifications suggested by the client (if any) | Jitesh Mishra | Discussed |
|  | Stabilizing the requirements. | Jitesh Mishra | Discussed |
|  |  |  |  |

**Points Discussed other than Agenda**

|  |  |
| --- | --- |
| **Sr. No.** | **Description** |
|  | No points other than the given agenda were discussed in the meeting. |
|  |  |
|  |  |
|  |  |

**Decisions**

|  |  |
| --- | --- |
| **Sr. No.** | **Description** |
|  | All the requirement criteria presented, were accepted by the customer. |
|  | Minor modifications were suggested by the client to make documents more precise. |
|  |  |
|  |  |

**Action Plan (with responsibilities)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Task(s)** | **Assigned To** | **Target Date** | **Status with Date** |
|  | Minor modifications to be made in the Requirement documentation. | Kartik Padave (CL) | 23/07/2020 | Closed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |