**Meeting Minutes**

**Date: 15th November, 2021**

**Subject: Client Meeting Regarding Requirements**

**Venue: Google Meet**

Attended by: Client Saral Karki, Lead developer Suyogya Luitel

Meeting with the client held at 12am in google meet where the lead developer presided the meeting. Following are proceedings and decisions taken with mutual understanding.

Agenda Discussed:

* Requirements:

In the meeting, total of 15 required features were discussed. However, after further discussion,4 of them were deemed unnecessary by the client. Hence, 11 required features were gathered in the meeting.

* Technology Paradigm Discussion:

In the meeting, the feasibility of the application platform was discussed. Both the Client and the lead developer decided that the application should be a web app. The client specified that any technology could be used by the lead developer to develop the web app.

* Feature Addition Discussion:

The client and the lead developer both came to the conclusion that adding features frequently would keep gradually reducing the likelihood of project completion. Thus, an agreement to not add more features till all the feature development takes place was made.

Meeting adjourned at 2:00 pm

Meeting Attendees Signatures:



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Client Signature Lead Developer Signature