**Week: 01**

**Meeting minutes:** 01

**Meeting number:** 01

**Chair/ Moderator:** G Deepthi

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| **Date: 09-02-2025** | **Time: 3.00 PM** |
| **Location: Online** | **Minutes taken by: G Deepthi** |
| **Attended by: G Deepthi, Mahiya Mishra, Priyanshu Pankaj, Sombrata Satpathy, Jagadeesh Alapati** | **Apologies: NA** |
| **Tasks:**  **Role Assignment,Stakeholder requirement discussion,Teamwork buliding activity** | **Status as on the date of meeting along with the name of the person responsible:**  **G Deepthi** |
| **Agenda:** Distribution of roles, planned upon moving forward towards the project. | **Action plan along with any delegation of tasks.** |
| **Summary of the meeting:**  **1. Role Assignment: Assign roles based on skills and set clear responsibilities.** Programmer- Sombrata Satpathy  Software Design – Jagadeesh Alapati  Project Manager – Mahiya Mishra  Business Analyst – G Deepthi  Software Tester – Priyanshu Pankaj  **2. Stakeholder Discussion: Gather and align requirements with project goals.**  **3. Team Building: Use activities to boost teamwork and communication.** | |
| **Date of next meeting: 13th Feb 2025** | **Type :** *Online*  *https://meet.google.com/xja-zcpf-ygx* |
| **Issues identified: NA** |  |
| **Action proposed to resolve** | **NA** |