**Team SYD-05 Meeting 10.**

1. (Team leader) Mukesh Kumar Rasman Surender, mukeshmyke95@gmail.com, 0410 262 339(m),
2. Samjhana Budhathoki Basnet, samjhana.basnet1033@gmail.com, 0405 267 907(m),
3. Ram Shankar Ale Magar, sanu.rambabu@gmail.com, 0433 963 489(m),
4. Prakash Karki, prakashkrk1@gmail.com, 0413 734 060(m),

**Team SYD-05 Meeting 10.**

Meeting format: Zoom meeting.

Meeting ID-706 845 2543

Date: 23/09/2020 Time: 06:00PM – 09:00PM.

Attendance: Mukesh Kumar Rasman Surender, Ram Shankar Ale Magar, Prakash Karki, Samjhana Budhathoki Basnet

**Meeting notes:**

1. In our tenth team meeting, we discussed about the following.
   1. Work Breakdown Structure (WBS) is created for Virtual centre, physical centre and project management tasks.
   2. Created 3 google sheets for virtual, physical center and project management tasks which includes task breakdown, task start date, task finish date and its duration. Subsequently these sheets will be used to create the ghantt chart and as well as Burndown chart.
   3. Started a google presentation document and made 6 slides with good visual layout and color.
2. The team decided on the team leader rotation system to follow alphabetical order. The next team leader is Prakash Karki. Action: Mukesh Kumar Rasman Surender.
3. The team decided that in the next meeting, we will discuss the following:
   1. Create Burndown chart.
   2. Creating text content for explanation of tasks.
   3. Discuss about the chart which provides better insights and insert it into the presentation.
   4. Final review of presentation content
4. The date and time for the next meeting is 24/09/2020 at 12:00 pm. Action: All Members.
5. It is mandatory to attend the meeting. Action: Zoom meeting (Team SYD-05)
   1. Mukesh Kumar Rasman Surender (9 out of 10)
   2. Ram Shankar Ale Magar (9 out of 10)
   3. Prakash Karki (9 out of 10)
   4. Samjhana Budhathoki Basnet (7 out of 10)

The leader of this meeting is Mukesh Kumar Rasman Surender.   
Minutes Prepared by Team Leader: Mukesh Kumar Rasman Surender

Team Leader Declaration: Posted on 23/09/2020 at 02:20am.

The above ratings have been entered on the Master Rating (Excel) File and sent to the next Team Leader Prakash Karki.

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