**Team Number**: 2 **Recorded By**: Rajiv Musunuru

**Meeting Location:** Student Union **Meeting Date:** 09/03/2014

**Meeting Start Time:** 10:00am **Meeting End Time:** 1:00pm

**Members present:**

1. Bindhu Komalla
2. Lavanya Loganarayanan
3. Naga Bijesh Roy Raya
4. Rajiv Musunuru
5. Singa Raju Nadimpalli

**Members absent: NIL**

**Action Items completed since last meeting**

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| --- | --- |
| **Action Item** | **Assigned To** |
| **Project scope and objectives** | **Lavanya, Naga Bijesh Roy** |
| **Risk Management Strategy** | **Naga Bijesh Roy, Rajiv** |
| **Project Tentative Schedule for Completion** | **Bindhu** |
| **Resource Identification and Gantt Chart** | **Singa Raju, Rajiv** |

**Impediments**

NIL

# Agenda

**1. Project scope and objectives**

We have discussed the different objectives to be met. Also identified the Scope of the Project so as to develop the Project before the tentative Dates of Completion.

**2. Risk Management Strategy**

We had a discussion on different kinds of Risks that may arise during the development of the Project. We have identified some of the possible Risks and the corresponding Safety measures to mitigate the identified Risks are discussed. A brief plan on how to manage the un indentified Risks is made.

**3. Project Tentative Schedule for Completion**

We have discussed how to approach towards the successful completion of the Project before proposed dead line. We have scheduled tentative dates of completion of the Project based on the resources available for our Project.

**4. Resource Identification and Gantt Chart**

We have identified the Resources to develop different modules and implement the different functionalities in our Project. We have also prepared the Gantt chart in order to keep track of the work that is done during the specified time periods in the Tentative Schedule.

**Decision Made**

1. Finalized the Project proposal, plan and identified the Scope of the Project.
2. Identified the different Functionalities to be incorporated in the Project.
3. Planned the Tentative Schedule for completion of the Project.
4. Prepared the Gantt Chart and identified the available resources. Allocated different modules in the Project to Team Members.

**Post Meeting Action Items**

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| **Action Item** | **Assigned To** | **Deadline** |
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**Next Meeting**

**Location: Atkins Library**

**Date:** 09/06/14

**Start Time: 01:00 Pm**

**List of Agenda:**

* **Identification of Functional and Non Functional Requirements.**
* **Identification of Relationships between different Users in the System.**
* **Identification of Users and Use Cases**
* **Design of Use Case Diagrams**