

## M N, Keerthika (Cognizant)

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**From:** M N, Keerthika (Cognizant)  
**Sent:** 09 September 2025 17:39  
**To:** Mathialagan, Narendhranath (Cognizant); Sridhar, Rakshith (Cognizant); A, Srinivas (Cognizant); Pujitha, Thatikonda (Cognizant)  
**Subject:** Project Kick-Off Meeting with Client

Hi Team,

Hope you are all doing well!

I'm scheduling a meeting to discuss our new project with the client and all team members. Your presence is crucial for a successful start.

### Meeting Agenda:

- Introduction of project team members
- Client-led interviews
- Collection of key project details
- Discussion on deadlines for:
  - SRS(Software Requirements Specifications) Document
  - Design Specification Document
- Project completion timeline
- Panel discussion on project scope and expectations
- Closing remarks

Please make sure to join the meeting on time.

Looking forward to your active participation.

**Regards,**  
**Keerthika M N,**  
Programmer Analyst Trainee,  
Emp-id : 2431410  
Cohort ID :

