

## M N, Keerthika (Cognizant)

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**From:** M N, Keerthika (Cognizant)  
**Sent:** 09 September 2025 17:40  
**To:** Saravanan, Rasiga (Cognizant)  
**Subject:** Project Kick-Off Meeting

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 :

