**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Initial meeting for the project |
| **Day, Date & Time:** | Monday, June 8, 2020 4:00 PM CST |
| **Location of Meeting:** | Online conference - Zoom |
| **Attendees:** | Bharat Reddy Male  Bhavya Deepthi Gorrepati  Mahalakshmi Kongari  Sai Jyothsna Mathi  Jeevan Reddy Mure  Dheeraj Edupuganti |
| **Absentees:** | None |
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**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Project Scope | Bharat Reddy | 06/10/2020 |
| Project Timeline estimate | Bhavya Deepthi | 06/10/2020 |
| Project Budget estimate | Mahalakshmi | 06/10/2020 |
| Resource Gathering | Dheeraj & Jeevan | 06/10/2020 |
| Contract Statement | Jyothsna | 06/10/2020 |

**Date and time of next project team meeting:** Tuesday, June 9, 2020 4:00 PM CST