**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Requirements gathering and status of project |
| **Day, Date & Time:** | Tuesday, June 9, 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 |

**Agenda:**

* Requirements gathering
* 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** |
| External Interface Requirements | Bharat Reddy | 06/10/2020 |
| Functional Requirements | Bhavya Deepthi | 06/10/2020 |
| Non- Functional Requirements | Mahalakshmi | 06/10/2020 |
| Inverse Requirements | Dheeraj Edupuganti | 06/10/2020 |
| Logical Database Requirements | Sai Jyothsna Mathi | 06/10/2020 |
| Other Requirements | Jeevan Reddy Mure | 06/10/2020 |

**Date and time of next project team meeting:** Wednesday, June 10, 2020 4:00 PM CST