**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Project planning and discussion of Help module |
| **Day, Date & Time:** | Friday, 21 Aug, 2020 - 4:00PM 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:**

* Project plan for current semester
* Assigning individual tasks for the team
* Revise project objectives
* Planning for Help module
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| FAQ page | Bharat & Dheeraj | 08/30/2020 |
| Contact Us page | Bhavya Deepthi & Mahalakshmi | 08/30/2020 |
| Alumni page | Jeevan & Jyothsna | 08/30/2020 |
| Revised project objectives | Team | 08/23/2020 |

**Date and time of next project team meeting:** Friday, August 28, 2020 4:00 PM CST