**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Final implementations of the project and End-user manual preparation |
| **Day, Date & Time:** | Tuesday, June 30, 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:**

* Discuss on End-user manual preparation
* Working on the minor functionalities of the project
* Discussion of other important topics
* List of action items from the meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Forgot password functionality | Bharat Reddy & Bhavya Deepthi | 06/30/2020 |
| Backend connectivity | Mahalakshmi, Jyothsna & Dheeraj | 06/30/2020 |
| Testing & End-user manual preparation | Jeevan | 06/30/2020 |

**Date and time of next project team meeting:** As per the requirement.