**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Revision of requirements |
| **Day, Date & Time:** | Tuesday, June 16, 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:**

* Revision of requirements
* Working on clients request mentioned in meeting
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Project Documentation update as per revised requirements | Team | 06/16/2020 |
| Gather revised requirements from client | Team | 06/16/2020 |

**Date and time of next project team meeting:** Wednesday, June 17, 2020 4:00 PM CST