**Project Team Meeting**

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| **Project Name:** | Indian Student Association - NWMSU |
| **Purpose:** | Revised initial draft design and creating mock-ups for project |
| **Day, Date & Time:** | Thursday, June 11, 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 ER-diagrams
* Review of project-related documents (i.e. design)
* Discussion of mock-ups for projects
* Creating the mockup screens for project
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Mockup for   * Chat * Home with chat feature * Managing events * Create event form * FAQ | Bharat Reddy | 06/11/2020 |
| Mockup for   * Home * Post arrival checklist * Pre arrival checklist * Membership form | Bhavya Deepthi | 06/11/2020 |
| Mockup for   * Pickup form * Past events * Upcoming events | Mahalakshmi | 06/11/2020 |
| Mockup for   * Login * Registration * Contact us | Dheeraj Edupuganti | 06/11/2020 |
| Mockup for   * Accommodation form * Volunteer form | Sai Jyothsna Mathi | 06/11/2020 |
| Mockup for   * Pickup data * Volunteer data * Accommodation data | Jeevan Reddy Mure | 06/11/2020 |
| Project Documentation sec 4.2 | Team | 06/11/2020 |

**Date and time of next project team meeting:** Monday, June 15, 2020 4:00 PM CST