

Course Registration System

DATE: Thursday, Sep 5, 2019

TIME: 10:45 AM

LOCATION: DP D215

- Meeting to discuss
 - Risks and their contingency plan.
 - Roles and Responsibilities of team members
- Attendee Names
 - Sreekanth, Akhila, Varshini, Meghana.
- Attendees not present
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MOM Points

- Identified risks in the project and came up with contingency plan.
- Identified roles and responsibilities of individual team members.

Action Plan

S. No	Action items	Owner(s)	Deadline
1	Work on Deliverable -1	Sreekanth, Akhila, Varshini, Meghana	09/12/2019

Announcements

We are successful in identifying risks and counter measures for them. Roles and responsibilities were handed over.