**Project Team Meeting**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Project Team:** | **FeastVite** | | **Purpose:** | IOS Project | | **Day, Date & Time:** | Thursday,13 at 11:00 am | | **Location of Meeting:** | Colden Hall ,3650 | | **Attendees:** | Pradeep Kolli, Sambi Reddy Chanimella, Pranathi Mothe, Srikar Patle, Satyakanth Kolakani, Durga Susmitha Kotyada and Client (Dr. Zhengrui Qin) | | **Absentees:** | **None** | |  |

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Introductions of attendees | All Team Members | 6/13/2019 |
| Design of Managing Invitations | Srikar Patle | 6/13/2019 |
| Design of Managing Invitation, about the templates and popup message. | Durga Susmitha Kotyada | 6/13/2019 |
| Design of View Invitation. | Satyakanth Kolakani | 6/13/2019 |
| Analysis of triple constraints (Time, Scope and Cost).  UI Designing and Model of Project by ER Diagram and FeastVite Account Invitation and login page. | Pradeep Kolli, Sambi Reddy Chanimella, Pranathi Mothe | 6/13/2019 |
| Discussion of other important topics related to UI Prototype Design. | All Team Members | 6/13/2019 |

**Date and time of next project team meeting: 6/17/2109 at 11 am**