**Client Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | EMart |
| **Purpose:** | Project initial planning and discussion |
| **Day, Date & Time:** | Monday, 06/10/2019, 3:05PM |
| **Location of Meeting:** | Colden Hall, CH3650 |
| **Attendees:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |
| **Absentees:** | None |

**Agenda:**

* Introductions of attendees
* Background of project
* Discussion of project scope, time, and cost goals
* Discussion of other important topics

**Client Wish List:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Date and time of next client meeting:**

On 6/11/2019 in CH3650

**Project Team Meeting**

|  |  |
| --- | --- |
| **Project Name:** | EMart |
| **Purpose:** | Project initial planning and discussion |
| **Day, Date & Time:** | Monday, 06/10/2019, 3:05PM |
| **Location of Meeting:** | Colden Hall, CH3650 |
| **Attendees:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |
| **Absentees:** | None |

**Agenda:**

* 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** |
|  |  |  |
|  |  |  |
|  |  |  |

**Date and time of next project team meeting:**

On 6/11/2019 in CH3650

**Team Members’ Roles**

|  |  |
| --- | --- |
| **Project Name:** | EMart |
| **Team Members:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |

|  |  |  |  |
| --- | --- | --- | --- |
| **Team Member** | **Role** | **Email** | **Contact No.** |
| Ramesh Nutulapathi |  | s534190@nwmissouri.edu | 8622948366 |
| Sai Prakash reddy Mamidi |  | s533725@nwmissouri.edu | (660)-726 2973 |
| Jyoshna Boppidi |  | S533706@nwmissouri.edu | 8164478354 |
| Aakash Valluru |  | s533714@nwmissouri.edu | 6605280893 |
| Havya Ravipati |  | s533630@nwmissouri.edu | 4089179608 |
| Sai Sri Lakshmi Vancha |  | S533905@nwmissouri.edu | 9293709105 |
| Venkata Sai Krishna Dasari |  | s533489@nwmissouri.edu | 6605280607 |

**DAILY REPORT (as a team)**

|  |  |
| --- | --- |
| **Project Name:** | EMart |
| **Day:** | June 10, 2019 |
| **Team Members:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |

**REPORT:**

|  |  |
| --- | --- |
| **Planned objectives** | Naming the project. |
| **Achieved objectives** | Project Title |
| **Missed objectives and make-up plan** | None |
| **Plan for next day\*\*** | Finalizing the roles and responsibilities for each team member |

\*\* If it is different from the plan in the document of Plan in Each Day, please update Plan in Each Day and upload it together within this assignment.

**DAILY REPORT (individual)**

|  |  |
| --- | --- |
| **Project Name:** | EMart |
| **Day:** | June 10, 2019 |
| **Name:** | Ramesh Nutulapathi |

**REPORT:**

|  |  |
| --- | --- |
| **Planned objectives** | Naming the project. |
| **Achieved objectives** | Project Title |
| **Missed objectives and make-up plan** | None |
| **Plan for next day\*\*** | Finalizing the roles and responsibilities for each team member |