**Project Team Meeting**

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| **Project Name:** | EMart |
| **Purpose:** | In this Project meeting, the discussion on the entities and building the ER diagrams has to be completed. Addition of some more functional requirements are to be made. |
| **Day, Date & Time:** | Wednesday, 06/12/2019, 1:18PM |
| **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

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Introductions of attendees | Everyone | 6/12/2019 |
| Background of project | Ramesh Nutulapathi  Sai Prakash reddy Mamidi | 6/12/2019 |
| Review of project-related documents | Sai Sri Lakshmi Vancha | 6/12/2019 |
| Discussion of project organizational structure | Jyoshna Boppidi | 6/12/2019 |
| Discussion of project scope, time, and cost goals | Havya Ravipati | 6/12/2019 |
| Discussion of other important topics | Aakash Valluru  Venkata Sai Krishna Dasari | 6/12/2019 |

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

On 6/12/2019 in CH3650

**Client Team Meeting**

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| **Project Name:** | EMart |
| **Purpose:** | In this client meeting, getting the acceptance for the additional requirements from the client should be achieved. The progress (ER diagram) should be discussed with the client. |
| **Day, Date & Time:** | Wednesday, 06/12/2019, 1:18PM |
| **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:**

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Introductions of attendees | Everyone | 6/12/2019 |
| Background of project | Ramesh Nutulapathi  Sai Prakash reddy Mamidi | 6/12/2019 |
| Discussion of project scope, time, and cost goals | Havya Ravipati  Jyoshna Boppidi  Sai Sri Lakshmi Vancha | 6/12/2019 |
| Discussion of other important topics | Aakash Valluru  Venkata Sai Krishna Dasari | 6/12/2019 |

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

On 6/12/2019 in CH3650

**DAILY REPORT (as a team)**

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| --- | --- |
| **Project Name:** | EMart |
| **Day:** | June 12, 2019 |
| **Team Members:** | Ramesh Nutulapathi  Sai Prakash reddy Mamidi  Jyoshna Boppidi  Aakash Valluru  Havya Ravipati  Sai Sri Lakshmi Vancha  Venkata Sai Krishna Dasari |

**REPORT:**

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| --- | --- |
| **Planned objectives** | * Discussing the entities and building the ER diagrams * Added functional requirements * The approval for the additional requirements is to be done * The progress (ER diagram) should be discussed with the client |
| **Achieved objectives** | Discussed the entities and have built the ER diagram. There was an addition of some more functional requirements to the project documentation. |
| **Missed objectives and make-up plan** | None |
| **Plan for next day\*\*** | We will start doing the prototype of the website. |

\*\* 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)**

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| **Project Name:** | EMart |
| **Day:** | June 12, 2019 |
| **Name:** | Aakash Valluru |

**REPORT:**

|  |  |
| --- | --- |
| **Planned objectives** | * Discussing the entities and building the ER diagrams * Added functional requirements * The approval for the additional requirements is to be done * The progress (ER diagram) should be discussed with the client |
| **Achieved objectives** | Discussed the entities and have built the ER diagram. There was an addition of some more functional requirements to the project documentation. |
| **Missed objectives and make-up plan** | None |
| **Plan for next day\*\*** | We will start doing the prototype of the website. |