MINUTES OF MEETING – 2

DATE : 12th September 2016

VENUE : Vindhya C-5

ATTENDEES : Madhavi Ma’am (Client), Mayank Modi(Team), Simran Singhal(Team), Prakrati Dangarh(Team).

AGENDA : To have a clear idea of the requirements of the project and to discuss the templates.

MEETING NOTES :

1. Opening -> The meeting started with our team updating Madhavi Ma’am about our progress till then. We reported completion of our learning seesion to her.

2. First 15 minutes -> Next we went into the details of each delieverable. She explained us one of our use-cases - “talk registration” in detailed manner. And asked us to add certain features to it.

3. Next 10 minutes -> Then we proposed to her the idea of buying a template which she agreed to and asked to drop a mail to her with our preferrences.

4. Closing -> The meeting lasted for 20-25 minutes and concluded the client clearing us on grading scheme and asking us to keep her updated about our progress and take care about the deadlines.