

# Meeting Minutes – [Meeting Title]

## Meeting Information

<b>Objective:</b>	To interact with client about our software processes		
<b>Date:</b>	07/10/2016	<b>Location:</b>	CR 102
<b>Time:</b>	07:30 PM	<b>Meeting Type:</b>	Online Video Chat
<b>Attendees:</b>	Sriram Arvind Nikhil Nair Mrinal Pande Nikhita Agarwal Mehak Bhatia CodeClones Executive		

## Agenda Items

### Time Allotted

1	Inform client about the updates	[30 minutes]
2	Take his views and inputs	

## Decisions

- 1 Make service module similar to complaint module
- 2 'Creation of News' access rights only to the admin
- 3 Regular meetings to measure progress

## New Action Items

### Due Date

1	Work on Service module and News module	14/10/2016
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## Other Notes & Information

Next Meeting to be scheduled on 15/10/2016

*B S Bajwa*  
 CEO  
 Code Clones