Meeting Minutes – [Meeting Title]

Meeting Information

Objective: To interact with client about our software process

Date:	18/09/2016	**Location:**	CR 102
Time:	11:00 AM	**Meeting Type:**	Online Video Chat

Attendees: 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   Change the software model from waterfall to iterative model

2   Start working on modules

3   Regular meetings to measure progress

New Action Items	**Due Date**
1 Work on Register and Login Module	30/09/2016

Other Notes & Information

Next Meeting to be scheduled on 30/09/2016

B S Bajwa
CEO
Code Clones