

Meeting Minutes – [Meeting Title]

Meeting Information

Objective:	To interact with client about our software processes		
Date:	05/11/2016	Location:	CR 102
Time:	07:00 PM	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 UI of certain modules
- 2 Have a final meeting showcasing the web app


New Action Items

Due Date

1	Work on the minor problems of the app	18/11/2016
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Other Notes & Information

Next meeting and customer feedback to be scheduled on 18/11/2016


CEO
Code Clones