Meeting Minutes – [Meeting Title]

Meeting Information

Objective: To interact with client about our software processes

Date:	15/10/2016	**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

	Agenda Items	Time Allotted
1	Inform client about the updates	[20 minutes]
2	Take his views and inputs	

Decisions

1	Agreed upon neighbor privacy details
2	Regular meetings to measure progress

New Action Items / Due Date
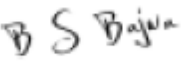
	New Action Items	Due Date
1	Work on News module	29/10/2016
2	Work on Neighbor Lookup module	

Other Notes & Information

Next meeting to be scheduled on 29/10/2016

B S Bajwa
CEO
Code Clones