Meeting Minutes – [Meeting Title]

Meeting Information

Objective: To interact with client about our software processes

Date:	29/10/2016	**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**
1 Inform client about the updates	[30 minutes]
2 Take his views and inputs	

Decisions

1 Work on the minor issues of the previous modules

2 Start working on UI

3 Regular meetings to measure progress

New Action Items	**Due Date**
1 Integrate all the modules	05/11/2016

Other Notes & Information

Next meeting to be scheduled on 05/11/2016

B S Bajwa
CEO
Code Clones