

Meeting Minutes – [Beginning of ApartMaint]

Meeting Information

Objective:	To interact with client about the software that we are going to build and know his deliverables.		
Date:	01/09/2016	Location:	CR 102
Time:	6:00 PM	Meeting Type:	Online Video Chat
Attendees:	Sriram Arvind Nikhil Nair Mrinal Pande Nikhita Agarwal Mehak Bhatia CodeClones Representative		

Agenda Items

Time Allotted

- | | |
|---|--|
| 1 | Explain client about our software |
| 2 | Understand their expectations-
A Web application which will ease Apartment Management |
| 3 | Understand our deliverables- <ol style="list-style-type: none"> 1. A 'complaint' service 2. A 'service booking' service 3. 'Neighbor lookup' service 4. 'Apartment/Society news' service |

[30 minutes]

Decisions

- 1 Agreed on the deliverables
- 2 Set up a timeline of activities
- 3 Regular meetings to measure progress

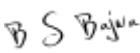
New Action Items

Due Date

- | | | |
|---|--|------------|
| 1 | Make SRS | 15/09/2016 |
| 2 | Decide on the system architecture and design | 18/09/2016 |

Other Notes & Information

Next Meeting to be scheduled on 18/09/2016


 CEO
 Code Clones