

Meeting Minutes – [Meeting Title]

Meeting Information

Objective:	To interact with client about our software process		
Date:	30/09/2016	Location:	CR 101
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 'new registration' accessing rights for only the apartment admin.
- 2 Improve database access on existing modules
- 3 Regular meetings to measure progress

New Action Items

Due Date

1	Work on Complaint Module	07/10/2016
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Other Notes & Information

Next Meeting to be scheduled on 07/10/2016

B S Bajwa
 CEO
 Code Clones