Minutes

Team Meeting	
Date: Sunday, June 11, 2017	Time: 5.00 pm – 6.00 pm

Attendees

- Vaishnavi Sivakumar
- Pradeep Raj Mandagadda
- Sushma Reddy Bommineni
- Vihitha Rajulapalli

Agenda

- Discussing the scope of the project and understanding the requirements.
- Drafting Requirements document.

Highlights

5.00 pm – 5.30 pm	**Discussing the scope of the project and understanding the requirements**

- Discussed the scope of the project from the document presented by Dr. Kyle.
- Identified the tasks on business level and assigned the tasks to the team members.
- Tried to understand the level of complexity of each task.

5.30 pm – 6.00 pm	**Drafting Requirements document**

- Drafted the Requirements document with Business and Functional requirements.

Action Items	Person Responsible	Deadline
• Update the Requirements document with technical details after the Knowledge transfer from Ms. Bhavitha.	Vihitha Rajulapalli Pradeep Raj Mandagadda	**Can be done only after KT.**