**Project Team Meeting**

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| **Project Name:** | Smart Inventory |
| **Purpose:** | To discuss the team members roles and responsibilities |
| **Day, Date & Time:** | 8/31/2018 |
| **Location of Meeting:** | CH1350 |
| **Attendees:** | Bharadwaj Dasari  Vamshi Raj Jennaikode  Midhun Kumar Kurapati  Shruthi Patlolla,  Manogna Sivangula |
| **Absentees:** | Naga Ravi Teja Sai Mohan Vummidi |
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**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
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**Date and time of next project team meeting:**

9/7/2018 8AM to 8.30AM