**Project Team Meeting**

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| **Project Name:** | Smart Inventory iOS |
| **Purpose:** | To discuss requirements of the project |
| **Day, Date & Time:** | Friday, 09/07/2018 & 8:00 A.M. |
| **Location of Meeting:** | CH 1350, Northwest Missouri State University |
| **Attendees:** | Bharadwaj Dasari  Vamshi Raj Jennaikode  Midhun Kumar Kurapati  Shruthi Patlolla,  Manogna Sivangula  Naga Ravi Teja Sai Mohan Vummidi |
| **Absentees:** | No one |
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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** |
| Review Project Charter | Vamshi Raj Jennaikode | 09/10/2018 |
| Hardware requirements | Shruthi Patlolla | 09/11/2018 |
| Software requirements | Naga Ravi Teja Sai Mohan Vummidi | 09/12/2018 |

**Date and time of next project team meeting:**

**09/14/2018 – 8:00 A.M. CH1350, Northwest Missouri State University.**