**Project Team Meeting**

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| **Project Name:** | Smart Inventory iOS |
| **Purpose:** | Project Implementation |
| **Day, Date & Time:** | Friday, 10/05/2018 & 8:00 a.m. |
| **Location of Meeting:** | CH1350 |
| **Attendees:** | Manogna Sivangula  Vamshi Raj Jennaikode  Shruthi Patlola  Bharadwaj Dasari  Midhun Kumar Kurapati  Naga Ravi Teja Sai Mohan Vummidi |
| **Absentees:** | None |
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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** |
| Log-in screen | Vamshi Raj Jennaikode | 10/12/2018 |
| Back-endless database Maintenance | Manogna Sivangula | 10/14/2018 |
| Sign-up screen | Sruthi patlolla | 10/14/2018 |

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

10/12/2018 & 3:00 p.m. Library