**Project Team Meeting**

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| **Project Name:** | Smart Inventory iOS |
| **Purpose:** | Project Implementation |
| **Day, Date & Time:** | Friday, 11/30/2018 & 04:00 p.m. |
| **Location of Meeting:** | CH1350, Colden hall |
| **Attendees:** | Manogna Sivangula  Vamshi Raj Jennaikode  Shruthi Patlolla  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)
* Challenges faced in the current week development work
* Things to do for the next week.
* List of action items from meeting

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| **Action Item** | **Assigned To** | **Due Date** |
| Final presentation documentation. | Manogna Sivangula | 12/3/2018 |
| Overall application testing | Sruthi patlolla | 12/7/2018 |
| Configuration changes in Backendless | Vamshi Raj Jennaikode | 12/7/2018 |
| Test the user profile page. | Naga Ravi Teja Sai Mohan Vummidi | 12/5/2018 |
| Test the user profile page. | Midhun Kumar Kurapati | 12/5/2018 |
| Overall application testing | Bharadwaj Dasari | 12/7/2018 |

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

12/07/2018 & 8:00 a.m. CH1350