**Project Team Meeting**

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| **Project Name:** | Smart Inventory iOS |
| **Purpose:** | Project Implementation |
| **Day, Date & Time:** | Friday, 1/16/2019 & 9:00 a.m. |
| **Location of Meeting:** | Library, First floor |
| **Attendees:** | Manogna Sivangula  Vamshi Raj Jennaikode  Shruthi Patlola  Bharadwaj Dasari  Naga Ravi Teja Sai Mohan Vummidi |
| **Absentees:** | Midhun Kumar Kurapati |
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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** |
| Reviewing completed functionalities. | Vamshi Raj Jennaikode | 1/21/2018 |
| Acquiring remaining requirements. | Shruthi Patlola | 1/21/2018 |
| Plan of action for all weeks. | Manogna Sivangula | 1/21/2018 |

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

1/23/2019 & 9:00 a.m. CH1750