Minutes of meeting

Wednesday, june 27

Meeting participants- contractor, employee.

Opening introduction - this meeting is all about starting a new project which the contractor want to have deal with the employee.

Regular updates- the contractor want to talk about the project but the employee is very busy so he wanted this meeting to be postponed and gheld either tomorrow or on monday. So he just briefed the contractor about the project on which he want to work.he said that we will be working on the project and make the form . and the emplouyee asked him to come up with 10 specific questions.

About the project- the project name is palm form.

He told the contractor to make a data bases and check it clearly . if need be he has cjhange the format also and even copy paste it . he told him to work on the factual things. And the raw data will be converted ibnto the fictional and factual thuings.

3 major works-Do the side propjects Take the summary Mke it on a excel file

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Copy the whole file and if the employee likes it thwn he can copy paste iot.

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Order campaign . the contractor was not able to uinderstan the oracle theory properly so he wanted to tal to shrey and shree.

Ultimately they decided to meet on monday . and the contractor was asked to do several tasks like 10 specific questions etc. change the format and read it too.