

Minutes of Meeting

- **Tasks (T)** - has an Owner and a deadline.
- **Decisions (D)**
- **Information (I)** - everything else of interest
- Date: 18-01-23
- Time: 21:00
- Topic: Intro Session by TA
- Goal: To understand the project workflow, and the details of the different sprints.
- Attendees:
 - TA: Kartik Gard
 - Team: Bhav Beri, Aditya Raghuvanshi, Himanshu Sarraf, Aryan Gupta

Type	Description	Owner	Deadline
D	-	-	-
T	Finalize a time slot for the first client meet.	The team, TA	By the next day
I	Getting Information about the course, project, and the client. More information about the various practices to follow with the client, and for the project requirements.	TA	-

- Next meeting: As and when required.