

Minutes of Meeting-3

Date:3rd February 2024,Saturday

Time:11:45am

Meet with client on SOP

- The meeting with the client and our entire team-Ashish Bharadwaj,chiragDhamija,Prakhar singhal and sohan took place primarily to acquaint ourselves with the process of constructing SOP
- We got to know about the definition of sop (which is a constitution for software development and the rules need to be followed by the tech team)
- The need for SOP was discussed with an explanation of Planning ,Feasibilitycheck,Design,Implementation,Testing,Deployment, Maintainance,Evaluation
- Regarding future action plan,we were told that we should use 1st day for collecting the references for sop and 2nd day for extracting the useful information which we have collected and 3rd day for drafting