**Client Team Meeting**

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| **Project Name:** | Vihari (Tentative) |
| **Purpose:** | This meeting’s purpose is to review the client's goals and requirements, present our ideas for creating a web application, and work together on a plan of action. We hope to acquire the client's comments, take some suggestions, and create a common understanding of the project's parameters, such as its scope, schedule, and budget. |
| **Day, Date & Time:** | Tuesday, 05/09/2023 & 12:00PM to 02:30PM |
| **Location of Meeting:** | CH3300, Colden Hall |
| **Attendees:** | Pydi Venkata Satya Ramesh Adapa (Project Manager), Jyothsna Pamarthi (Team Lead), Anjali Bhogireddy (Full Stack Developer), Sushmitha Yelasmakonda (Tester), Jagadeesh Ponnam (Scrum Master), Ravi Chandra Yalla (Full Stack Developer), Dr. Zhengrui(Jerry) Qin(Client) |
| **Absentees:** | None |
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**Agenda:**

* Introductions of attendees
* Background of project
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* Client's expectations for communication and project updates

**Client Wish List:**

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| **Action Item** | **Assigned To** | **Due Date** |
| Revise the project plan and discuss the feasibility of building an iOS or Android application instead of a web-based application. | Project Manager | 05/10/2023 |
| Develop a new project idea as a backup if the building application in iOS or Android is not feasible | Whole Team | 05/10/2023 |
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**Date and time of next client meeting:**

Wednesday, May 10th, 2023, at 12:00PM, CH3300 Colden Hall.