Meeting Minutes – [Voizfonica Project kick-off]

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| **Meeting Information** | | | | | | |
| Objective: | | First meeting with the client (Voizfonica) to discuss about the software requirements. | | | | |
| Date: | | 25/06/2019 |  | |  | |
| Time: | | 04:30pm |  | |  | |
| Called By: | | Voizfonica Client. |  | |  | |
| Attendees: | | S.Selva Sudha.  Vishnu Kumar.  Naresh Kanna.  Shobithanjali. |  | |  | |
| Location: | | Talking Technology |  | |  | |
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| **Agenda Items** | | | | **Presenter** | | **Time Allotted** |
| 1 | Team membership and introductions | | | Vishnu Kumar | | 5 minutes |
| 2 | Development areas discussion | | | Selva Sudha | | 5 minutes |
| 3 | Overview of project scope | | | Naresh Kanna | | 5 minutes |
| 4 | Q&A | | | Shobithanjali | | 5 minutes |
| **Decisions** | | | |  | |  |
| 1 | Payment mode. | | | | | |
| 2 | Application flow. | | | | | |
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| **New Action Items** | | | | **Responsible** | | **Due Date** |
| 1 | Layout. | | | Vishnu Kumar & Naresh Kanna | | TBC |
| 2 | Network Architecture Diagram. | | | Shobithanjali & Selva Sudha | | TBC |
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