

**MEETING MINUTES #16– INTERNAL**

**Date/Time
Venue
Meeting with
Attendees**

6th April 2017, 11:00AM
Library Level 4 couches

Akshita Dhandhania, Prekshaa Uppin, Aayush Garg

**Agenda**

1. Worked on deadlines – draft report

|  |  |  |
| --- | --- | --- |
| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | All of us worked on the upcoming deadline. We worked on the report and the upcoming submissions to come. |  |  |  |

*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*