

**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

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| --- | --- | --- |
| 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*