

**MEETING MINUTES #1– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

30th December 2016  
Skype Meeting  
Internal  
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss the Proposal Requirements and Content
2. Divide tasks for wiki and proposal preparation

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| --- | --- | --- | --- | --- |
| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. Discuss Motivation for the project 2. Come to a common consensus regarding scope of work 3. Discuss major headlines for the work plan 4. Revise through notes from previous sponsor meeting 5. Made sure that everyone is on the same page regarding the understanding of project requirements 6. Discuss Proposal Requirements and Divide Tasks to prepare the proposal and the wiki | Write Introduction, Motivation and Objective for the Proposal | Akshita | 1st Jan Afternoon |
| Write Data, Methodology and Scope of Work for Proposal | Prekshaa | 1st Jan Afternoon |
| Create Work Plan, Compile and Proof-read Proposal and Design Wiki | Aayush | 1st Jan Night |

*Meeting minutes prepared by Aayush Garg*

*Minutes has been vetted by Akshita Dhandhania*