MEETING MINUTES 1 Date: 20/11/09

**Members Present:**

* Abhishek Kumar
* Deeptarka Hazra
* Namrata Sen
* Priya Raghavan
* Shiv Whorra

**Agenda:**

Gathering requirements based on first meeting with the client.

Creating Use Cases to further simplify the requirements

Work Break Down Structure

**Completed:**

Requirement Gathering was the only aspect completed during this meeting as it took us longer than anticipated. The meeting was ended early after the requirement gatherings had been set due to up coming examinations. It was decided in this meeting that the meetings till the examinations end will be shorter ones and we will try to finish as much as possible in these.

**To be completed:**

Creating Use Cases

WBS Structure

Start off with Gantt chart