

## Meeting Minutes

**Date:** October 26, 2017

**Time:** 7:00 pm – 8:30 pm

**Attended:** all the group were attended

**Topics:**

1. Time availability
  2. Schedule next meeting with client
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### Executive Summary

In this meeting we have discussed about the schedule available by the client to have a meeting. In this minute meeting we have scheduled up the time availability by each person so we can manage to make the meeting with the client.

#### Time availability

Everyone was asked to give the time schedule which is free for them so we can meet with the client. So everyone gave the time of 4:00 PM to 7:00 PM is free so we can schedule the meeting client in the given time interval any day of the week.

#### Schedule next meeting with client

As the time availability of everyone has got so we have emailed our client the time span which is easy for us to meet. We have mentioned in the email that we want to schedule a new meeting with you, and the team is available daily in between 4:00 Pm to 7:00 Pm so we can come to you for meeting any day of the week in between the given time. Hopefully you will manage your time for meeting with us during the week days in this time. We are open for all days in the week. In the meeting we want to discuss about the final design that will going to implement for this project and need to discuss about the future strategies for this project.