Subject: Client Meeting 4

Project Name: Adaptive Quizzing Engine

Facilitator: Aryan Ajdari

Prepared by: Rajasree Gupta

Mode: Online conference (audio)

Date: Tuesday 8th October

Time: 7:30pm – 8:15pm

Attendees: Bhumit Shah, Rajasree Gupta, Christopher McAdam, Rona Wang, Shubham Suri

Absent: N/A

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	Initial deployment	- Prepared a presentation for the client, where bhumit shared his screen to show the interface and everyone talked about the different features they had worked on - Asked Aryan for feedback or for final changes prior to deploying on Thursday (he was satisfied with what we had) - Chris deployed for client as he has experience doing so	Chris to deploy	Chris	