**Minutes of Meeting**

**Employee Maintenance System**

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Prudhvi thumma | Analyst | 10/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Ramanna jampa | Analyst | 10/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 03/01/2019

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| Meeting Venue | Lab-7 |
| Date / time | 03/01/2019 09;00a.m-11.30a.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. vivid understanding of the requirements, discussions on Design and flow of the project. |

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| Discussions |
| 1. Discussion on all layers of the Project as per the requirement. 2. division of work to meet the given requirement. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 03/01/2019 |

Date: 04/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Prudhvi thumma,Ramanna jampa, Anamika kumara, Srikakarlapudi DivyaDevi, Maheswari tamminedi | Analysts | 04/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Harshita s | Analyst | 04/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:2.0** |
| **Version Number** | 2.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 04/01/2019 10.30a.m-11.00a.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Understanding the Use-case diagram and Sequence diagram using Unified Modeling Language. |

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| Discussions |
| 1. Division of work 2. Updating the Work Breakdown Structure |
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**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 04/01/2019 |

Date: 05/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Harshita s, Ramanna Jampa | Analyst | 05/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Prudhvi thumma | Analyst | 05/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 05/01/2019 10.30a.m - 11.00a.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the customized tables to be used |

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| Discussions |
| 1. Planned to add several beans and customized tables for database |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 05/01/2019 |

Date: 07/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Ramanna jampa, Anamika kumari | Analyst | 07/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Prudhvi thumma | Analyst | 07/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Training lab 7 |
| Date / time | 07/01/2019  10.30a.m-11.00a.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Planned to write test cases for modules |

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| Discussions |
| 1. Planned to write the codes for all the modules. 2. Each member was asked to write test cass regarding functionalities of user ,agent and admin |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 07/01/2019 |

Date: 08/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Harshita s, Srikakarlapudi Divya Devi | Analyst | 08/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Ramanna jampa, Prudhvi thumma | Analyst | 08/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 08/01/2019 9.30a.m -12.00p.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of Low Level Diagrams for the modules. 2. Discussions regarding applying proper validations for input fields |

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| Discussions |
| 1. Planned to write proper validations and apply apt low level diagrams |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Low Level Diagrams | Team | 08/01/2019 |

Date: 09/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance quote generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Prudhvi thumma,Maheswari tamminedi | Analyst | 09/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Ramanna jampa | Analyst | 09/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 09/01/2019 10:30.m-11.30a.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of codes for all the modules. |

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| Discussions |
| 1. Planned to continue writing the codes for the modules. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 09/01/2019 |

Date: 10/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| --- | --- | --- |
| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Team | Analyst | 10/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Harshitha | Analyst | 10/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | LAB 7 |
| Date / time | 10/01/2019 10.00.p.m-3.30p.m |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the integration of codes of all the modules. |

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| Discussions |
| 1. Planned to finish off writing the codes for the modules and to integrate all of them on time. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 17/02/2018 |

Date: 11/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote generation |

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| --- | --- | --- |
| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Prudhvi thumma, Ramanna jampa | Analyst | 19/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Harshitha s, Anamika kumara, srikakarlapudi Divya Devi | Analyst | 19/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| --- | --- |
| Meeting Venue | LAB 7 |
| Date / time | 11/01/2019 10.30A.M-1.00p.M |
| List of Participants | 1. Prudhvi thumma  2. Ramanna Jampa  3.Harshitha s  4.Anamika kumari  5.Maheswari tamminedi  6. Srikakarlapudi Divya Devi |
| Distribution List | [Prudhvi.a.thumma@capgemini.com](mailto:Prudhvi.a.thumma@capgemini.com)  [Venkata-ramana-babu.jampa@capgemini.com](mailto:Venkata-ramana-babu.jampa@capgemini.com)  [Harshitha.b.s@capgemini.com](mailto:Harshitha.b.s@capgemini.com).  [Divya-devi.sri-kakarlapudi@capgemini.com](mailto:Divya-devi.sri-kakarlapudi@capgemini.com)  [Anamika.kumari@capgemini.com](mailto:Anamika.kumari@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the working of project. |

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| Discussions |
| 1. Tested the project’s functionalities |

**Decisions and action items:**

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| Action item |  | Responsibility | Planned finish Date |
| Code development |  | Team | 19/02/2018 |