

## Meeting of Minutes – Client Interaction and Milestone 5 Progress Review

### Meeting Information

Objective: To update the client on Milestone 5 progress, covering completion of testing activities, documentation of test cases, and planning for the upcoming application demonstration.

Date: 04/08/2025

Time: 6:30 PM

Called By: Rajat Goel

Submitted by: Arjita Singh Kushwaha, Parveen

Attendees: Arjita Singh Kushwaha, Jyoti Singh, Shruti Kumari, Parveen, Anand Ratna Maurya, Akash Tyagi, Shalini Chaudhary

### Agenda Item

| # | Agenda Item                                       | Presenter             | Time Allotted |
|---|---|-----------------------|---------------|
| 1 | Update on Milestone 5 Testing Completion          | Arjita Singh Kushwaha | 2 minutes     |
| 2 | Plan for Full Application Demonstration Next Week | Arjita Singh Kushwaha | 2 minutes     |
| 3 | Client Feedback and Suggestions                   | Rajat Goel            | 5 minutes     |

### Decisions

- Milestone 5 testing has been successfully completed.
- A total of 62 test cases were developed and executed.
- Comprehensive test case documentation has been prepared and shared.
- Client acknowledged the completion and appreciated the team's efforts.
- It was agreed that the full application demonstration will be conducted next week.

### Action Items

| Action Item   | Responsible  | Due Date            |
|---|--------------|---------------------|
| Prepare and finalize demo version of the complete application | Entire Team  | Before next meeting |
| Share test case documentation with the client                 | Testing Team | Completed           |
| application demonstration                                     | Entire Team  | Within this week    |

### Other Notes & Information

- Meeting conducted smoothly with all team members present.
- Client appreciated the structured testing process and documentation.
- Emphasis on ensuring the application is seamless and addresses client expectations.