*Campus tour software*

Meeting Minutes

Meeting Date: 01/13/2017

Meeting Location: Library

Approval: 01/13/2017

Recorded By: Nayan Reddy Prodduturi

# Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Nayan Reddy Prodduturi | Primary contact, Communications and documentation management | NWMSU | Y |
| Mallikharjuna Rao Dande | Quality and testing management | NWMSU | Y |
| Chiranjeevi Sneha Kotu | Requirements management | NWMSU | Y |
| Vamsi Krishna Solasa | Issues management | NWMSU | Skype |
| Rakesh Chitturi | Data management | NWMSU | Y |
| Teja Parimi | Quality and testing management | NWMSU | Skype |

# Meeting Location

Building: B.D. Owens Library

Conference Room: iPlace

Conference Line: N/A

Web Address: N/A

# Meeting Start

Meeting Schedule Start: 18:00

Meeting Actual Start: 18:17

Meeting Scribe: First Meeting

# Agenda

* **Requirement Review**
  + Review the requirements from GDP 1 and discuss them.
* **Preperation of iteration plan**
  + Divided the projected work into 5 sprints and planned each sprint.
* **Prepare the iteration plan presentation**
  + Discuss what needs to be presented to the class about the iteration plan due on Wednesday.
* **Work division and planned work to be done in the coming week**
  + As per the iteration plan, we decided to code the virtual tour.

# Meeting End

# Meeting Schedule End: 21:00

Meeting Actual End: 21:30

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| To prepare slides for iteration plan presentation | Chiranjeevi Sneha Kotu | 01/16/17 |
| To design and code the virtual tour in the application | Mallikharjuna Rao Dande, Nayan Reddy Prodduturi, Vamsee Krishna Solasa | 01/20/17 |
| Show building details | Rakesh Chitturi, Chiranjeevi Sneha Kotu, Teja Parimi | 01/20/17 |

# Decisions Made

* To create the iteration plan presentation.
* To design the virtual tour part of the application.

# Next Meeting

Next Meeting: Library 01/20/17 18:00