*Campus tour software*

Meeting Minutes

Meeting Date: 03/31/2017

Meeting Location: Library

Approval: 03/31/2017

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 | Y |
| Rakesh Chitturi | Data management | NWMSU | Y |
| Teja Parimi | Quality and testing management | NWMSU | Y |

# Meeting Location

Building: B.D. Owens Library

Conference Room: iPlace

Conference Line: N/A

Web Address: N/A

# Meeting Start

Meeting Schedule Start: 15:30

Meeting Actual Start: 15:30

Meeting Scribe: Twelveth Meeting

# Agenda

* **Code the media handling functionality in the application.**
* **Work division and planned work to be done in the coming week**
  + As per the iteration plan, we decided to start unit testing of the application.

# Meeting End

# Meeting Schedule End: 16:45

Meeting Actual End: 16:45

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Code class to upload files onto the server into a defined space. | Nayan Reddy Prodduturi, Vamsee Krishna Solasa, Mallikarjun Rao Dande | 04/07/17 |
| Code zip function to zip the files on the server and perform unit testing. | Rakesh Chitturi, Chiranjeevi Sneha Kotu, Teja Parimi | 04/07/17 |

# Decisions Made

* To code the dialog boxes to alert the user..

# Next Meeting

Next Meeting: Library 04/07/17 15:00