**Weekly or twice weekly team meetings**

**Team members and their responsibilities**

**Nayan Reddy Prodduturi:** My responsibility is to keep in contact with the client.  
I also take the responsibility of documenting the project at various stages by collecting information from team members.  
**Teja Parimi:** I am Responsible for testing the app throughout the project and to inform issue manager if there are any issues and also to maintain the quality of the app.  
**Rakesh Chitturi:** I will take the responsibility of storing and managing the data. I also take responsibility for designing database and database connectivity.  
**Vamsee Krishna Solasa:** I am responsible for tracking all the issues and assigning the issue to respective member. I also take feedback about the issue and inform the client management if there is any problem in solving the issue.  
**Chiranjeevi Sneha Kotu:** I take the responsibility to collect the requirements and to be able to say that the requirements are deliverable or not, discussing with the programmers. We have client meeting last Monday and got our requirements and we have started to document them and trying to come up with a basic document with the estimated deadlines.  
**Mallikharjuna Rao Dande:** I take the responsibility to interact with the client get the requirements and give it to the team and also to discuss issues with the client.

**Meeting 01:**

Created a use case diagram and Requirements document and presented it to the client. Based on client meeting on Friday came up with few other use cases. We are working on the final document of requirements

**Meeting 02:**

Client meeting was completed on Friday. We discussed on some of the use cases of the app and we’ve shared the first version of requirement document with the client. During the meeting we’ve discovered additional requirements and also some more use cases to be added to the project. We’ve planned meeting in the coming week and discussed the work to be done meanwhile.

**Meeting 03:**

Complete the requirements document. Getting prepared for the midterm presentation and creating mockups for the application

**Meeting 04:**

We make a mockup screens of the application prototype and document it to present it to the client. Getting the signup conformation from the client, the estimates and deadlines for the prototype and midterm presentation is pending

**Meeting 05:**

After the client meeting we discussed the new requirements and started the new requirements and the SRS document along with the issues and test plan.

**Meeting 06:**

Working on the prototype designing and the user manual for the user. This is discussed in the group and everyone contributed their views as to how to plan the tour. There were many conflicts regarding the start of the tour and so we decided to have a client meeting again to clarify the things. We requested for the appointment to discuss the main tour path.

**Meeting 07:**

The client meeting was successful and the issue regarding the path of the tour is clear. The client came up with a few new requirements and this took a lot of brain storming to concluded. The client added a new virtual tour and everyone has contributed to start the mockup screens and the home page and the tour path and the route. What should be the way or path of the virtual tour and the placement of button for virtual tour was discussed in this meeting.

**Meeting 08:** This meeting was mainly to discuss the data management plan. The roles of the admin and the functionality of the database administrator. What will be the database design and how the database will store the data and what data to be stored in the database like the images and audio and the text. The login details of the administrator and how much can be the limit of the database. All this discussion was made

**Meeting 09:** This meeting was made mainly discussed to discuss the end term presentation. How to get all the documents done and what are the documents. The main agenda of the meeting is to get all the documents ready for the presentation of end term.

**Meeting 10:** This Meeting was made to discuss the progress of our documents. Requirements were missing details. Malli started working on it to add details. Rakesh started working on cost analysis.

**Meeting 11:** This meeting was organized to discuss on the feedback of our previous presentation. We reviewed the comments made by Dr. Oudshoorn and discussed what needs to be done to add details to the documents.

**Meeting 12:** We had a discussion about any implementation issues. Found the database failure can impact project. Nayan documented it in issues management document. We also worked on final artifacts