*Automated Grading and feedback tool for java*

Meeting Minutes

Meeting Date: 06/14/2017

Meeting Location: Library

Approval: 06/14/2017

Recorded By: Harish Babu Achanta

1. **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Organization** | **Present** |
| Siva Reddy Mekapothula | Primary contact, | NWMSU | Y |
| Sunil Kumar Sangaraju | Quality and testing management | NWMSU | Y |
| Vamshi Krishna Girikala | Requirements management | NWMSU | Y |
| Venkatesh Katragaddda | Issues management | NWMSU | Skype |
| Madanamohan Reddy Govindu | Data management | NWMSU | Y |
| Harish Babu Achanta | Client management | NWMSU | Skype |
| Prasanthi Rani Bhogaraju | Communications and documentation management | NWMSU | Y |

# Meeting Location

Building: B.D. Owens Library

Conference Room:

Conference Line: N/A

Web Address: N/A

# Meeting Start

Meeting Schedule Start: 19:00

Meeting Actual Start: 19:10

Meeting Scribe: First Meeting

# Agenda

* **Project Understanding**
* To make sure every team members project perception is in sync.
* **Assign the Team Roles**
* To decide on the Individual project roles and responsibilities
* **Discussion on collaborative working**
* To use various tools for collaborative working like GitHub and Google docs.
* **Work division and planned work to be done in the coming week**
  + To discuss and plan the work for coming week

# Meeting End

# Meeting Schedule End: 18:30

Meeting Actual End: 18:45

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| Create a Git Repository and invite all the members | Harish Babu Achanta | 06/15/17 |
| Research on the Project Requirements | Siva Reddy Mekapothula  Sunil Kumar Sangaraju  Vamshi Krishna Girikala  Venkatesh Katragaddda  Prasanthi Rani Bhogaraju  Madanamohan Reddy Govindu | 06/16/17 |
| List the basic requirements | Vamshi Girikala | 06/19/17 |

# Decisions Made

* To prepare a list of initial project requirements and discuss with the team.
* To Research individually on way to accomplish the project requirements

# Next Meeting

Next Meeting: Library 06/20/17 19:00