INFO-6068 Status Meeting Minutes

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| --- | --- | --- | --- |
| Project: | eWheelz App | | |
| **Project Manager:** | Jenab Vohra | **Business Responsible:** |  |
| Date: | 21-Jan-2019 | **Phase:** |  |
| Time: | 8:00 PM | Location: | 130 Dundas Street LDB506 |
| Prepared by: | Bug Slayers | Schedule: | **From:** 5:00pm  **To:** 6:00pm |

| Attendees (Present, Absent) | | | | | |
| --- | --- | --- | --- | --- | --- |
| Invited | Attended | Invited | Attended | Invited | Attended |
| Jenab Vohra | Present |  |  |  |  |
| Sohana Kadiwala | Present |  |  |  |  |
| Jay Patel | Present |  |  |  |  |
| Harshita Saggu | Present |  |  |  |  |
| Jay Mangnani | Present |  |  |  |  |
| Riddhi Khatri | Present |  |  |  |  |

| Objective(s): |
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| 1. Review Current Project Activities 2. Next Steps 3. General Discussion |

| Agenda/Meeting Highlights | |
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| Topic # | Agenda/Meeting Highlights: |
|  | Introduction |
|  | Team Purpose |
|  | Roles and Responsibilities |
|  | Targeted goals |
|  | Proposals / Resolution |
|  | Conclusion |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 21-01-2019 | Transfer of responsibility of Project Manager's role to Jenab Vohra. Transfer of responsibility of Programmer's role to Harshita. | Harshita Saggu | 21-01-2019 | Approved |
|  | 21-01-2019 | Sohana assigned as the role of Manual Tester and Jay Patel assigned the role of Automation Tester after properly discussing their project experience and qualifications. | All team members | 22-01-2019 | Processing |
|  | 21-01-2019 | Riddhi Vohra assigned the role of Tech Lead. | All team members | 21-01-2019 | Approved |
|  | 21-01-2019 | Team members will always supportive and can lend their own laptops when not being used. | All team members | 22-01-2019 | Processing |
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| Next Meeting | | |
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| Date | Room | Duration |
| 28-01-2019 | 130 Dundas Street, LDB 506 | 5:00 PM to 6:00 PM |