INFO-6068 Status Meeting Minutes

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| --- | --- | --- | --- |
| Project: | Ewheelz | | |
| **Project Manager:** | Jenab Vohra | **Business Responsible:** |  |
| Date: | 28-Jan-2019 | **Phase:** |  |
| Time: | 2:59 PM | Location: | 130, Dundas Street, LDB-506 |
| Prepared by: | Jay Mangnani | Schedule: | **From:** 5:00pm  **To:** 6:00pm |

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

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

| Agenda/Meeting Highlights | |
| --- | --- |
| Topic # | Agenda/Meeting Highlights: |
|  | Introduction of new member |
|  | Changes in Roles and Responsibilities |
|  | Challenges in setting up test environment |
|  | Introduction about application |
|  | Discuss team view on the application |
|  | Discuss Test Strategy |
|  | Conclusion |
|  | Future Plans |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 2019-01-28 | With each other help everyone had installed the environment in their laptops | All team members | 2019-01-28 | Completed |
|  | 2019-01-28 | The SQL database was connected to the server with support of the team. | All team members | 2019-01-28 | Completed |
|  | 2019-01-28 | Project manager took the decision by the majority was there | Jenab Vohra | 2019-01-28 | Completed |
|  | 2019-01-28 | Asking project owner about some issues developed while discussing test strategy | All team members | 2019-01-28 | Processing |
|  | 2019-01-28 | Warning given and the meeting will be reconducted | All team members | 2019-01-28 | Completed |
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| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| 4 Feb | LBD -506 | 60 minutes |