INFO-6068 Status Meeting Minutes

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| --- | --- | --- | --- |
| Project: | Ewheelz | | |
| **Project Manager:** | Jay Mangnani | **Business Responsible:** |  |
| Date: | 28-Jan-2019 | **Phase:** | Week 5 |
| Time: | 5:pm | Location: | 130 Dundas Street LDB506 |
| Prepared by: | Sohana Kadiwala | Schedule: | **From:** 5:00pm  **To:** 6:00pm |

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

| 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: |
|  | Change of Roles and Responsibilities 5 mins |
|  | Discuss about EWheelz App 5 mins |
|  | Discuss about Project Plan 5 mins |
|  | Distribution the work of Project Plan 5 mins |
|  | Meeting presentation to Sponsor 30 mins |
|  | Future planning with feedback 5 mins |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 2019-02-02 | Internally discussion with team members | All Team Member | 2019-02-02 | Completed |
|  | 2019-02-02 | Project Manager assigned work to every team member equally | All Team Member | 2019-02-02 | Completed |
|  | 2019-02-02 | to go thorugh the project plan template and discuss | All Team Member | 2019-02-02 | Completed |
|  | 2019-02-02 | Working with other friends laptop | All Team Member | 2019-02-02 | Completed |
|  | 2019-02-02 | To go thorugh the online lecture and understand Test Strategy | All Team Member | 2019-02-02 | Completed |
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| Next Meeting | | |
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| Date | Room | Duration |
| 10/02/2019 | 517 | 1 hour |