INFO-6068 Status Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Project: | Ewheelz | | |
| **Project Manager:** | Jay Patel | **Business Responsible:** |  |
| Date: | 10-Feb-2019 | **Phase:** | Week 6 |
| Time: | 5:pm | Location: | 130 Dundas Street LDB506 |
| Prepared by: | Jay Mangnani | 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): |
| --- |
| 1. Review Current Project Activities 2. Next Steps 3. General Discussion |

| Agenda/Meeting Highlights | |
| --- | --- |
| Topic # | Agenda/Meeting Highlights: |
|  | Future planning with feedback 5 mins |
|  | Discuss about Use Case 7 mins |
|  | Discuss about Traceability Matrix 10 mins |
|  | Presenting Project Plan to Sponsor 10 mins |
|  | Presenting Traceability Matrix to sponsor 5 mins |
|  | Feedback on Project plan 5 mins |
|  | Future Planning 5 mins |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 04/02/2019 | Work will be distributed equally and each team member will contribite his part | All Team Members | 04/02/2019 | Completed |
|  | 04/02/2019 | Conducted post Test Plan review and made sure that proper research made in future. | All Team Members | 04/02/2019 | Completed |
|  | 04/02/2019 | Conducted post Test Plan review and made sure that every one cooperates form now on. | All Team Members | 04/02/2019 | Completed |
|  | 04/02/2019 | Conducted meeting and discussed on the concepts further deep to understand better. | All Team Members | 04/02/2019 | Completed |
|  | 06/02/2019 | Made sure everyone understand the concept of MsProject | All Team Members | 06/02/2019 | Completed |
|  | 06/02/2019 | Made sure everyone is familiar working with the Tracibility matrix and UseCase | All Team Members | 06/02/2019 | Completed |
|  | 09/02/2019 | Conducted meeting with those who are available and discussed further things | All Team Members | 09/02/2019 | Completed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| 11/02/2019 | 517 | 1 hour |