INFO-6068 Status Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Project: | Ewheelz | | |
| **Project Manager:** | Jay Mangnani | **Business Responsible:** |  |
| Date: | 18-Feb-2019 | **Phase:** | Week 8 |
| Time: | 5:pm | Location: | 130 Dundas Street LDB506 |
| Prepared by: | Jay patel | 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: |
|  | Change of Roles and Responsibilities 3 mins |
|  | Discuss about difficulties in Test Case 7 mins |
|  | Presentation Of Test Cases 30 mins |
|  | Feedback on Test Case 5 mins |
|  | Discuss about Test Scripts 5 mins |
|  | Future plan 5 mins |
|  | Conclusion 5 mins |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 25/2/2019 | Internally discussion with team members | All Team Members | 25/2/2019 | Completed |
|  | 25/2/2019 | Project Manager helped every one with connection | All Team Members | 25/2/2019 | Completed |
|  | 25/2/2019 | Meeting conducted and made good communication | All Team Members | 25/2/2019 | Completed |
|  | 25/2/2019 | Include all the test cases is similar or not | All Team Members | 25/2/2019 | Completed |
|  | 25/2/2019 | Take the data what is availabe in tables in SQL | All Team Members | 25/2/2019 | Completed |
|  | 25/2/2019 | Online research helped to understand the Test Cases | All Team Members | 25/2/2019 | Completed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| 25/02/2019 | 517 | 1 hour |