INFO-6068 Status Meeting Minutes

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| Project: | Ewheelz | | |
| **Project Manager:** | Sohana Kadiwala | **Business Responsible:** |  |
| Date: | 25-Feb-2019 | **Phase:** | Week 9 |
| Time: | 5:pm | Location: | 130 Dundas Street LDB506 |
| Prepared by: | Jenab Vohra | 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 3 mins |
|  | Discuss about difficulties in Test Case 10 mins |
|  | Discussion about Test Scripts 10 mins |
|  | Discussion about the Defect log 10 mins |
|  | Feedback on the Test Cases 5 mins |
|  | Future plan 5 mins |
|  | Conclusion 5 mins |

| Action/Issues List | | | | | |
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| # | Date | Actions | Owner | Target Date | Action Status |
|  | 10/03/2019 | The project manager instructed the team members to get on and complete the remaining work to get on time with the project. | Project Manager | 10/03/2019 | Completed |
|  | 10/03/2019 | The project manager got in touch with each team member and worked upon the avaibility for the meet. | Project Manager | 10/03/2019 | Completed |
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| Next Meeting | | |
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| Date | Room | Duration |
| 01/03/2019 | 517 | 1 hour |