SOFTWARE ENGINEERING PROJECT
MEETING OF MINUTES

Meeting Date: 02/08/2022

Meeting Location: CS lab K.C College

Recorded By: Pradeep Kewat

1 ATTENDANCE

Name	Title	Roll Number	Present	Reason
Saurav Kumar	Scrum Master	35	Y	
Nithin Narayanankutty	Tester/Quality Assurance Engineer	44	Y	
Afza Mukaddam	Team Leader	41	Y	
Saurabh Kanade	Project Manager/Solution Architecture	31	Y	
Abhishek Pujari	Designer	70	Y	
Pradeep Kewat	Network Engineer	33	Y	

2 MEETING LOCATION

Computer Science Lab, K C College,Churchgate-400020

3 MEETING START

Meeting Schedule Start: 13:00
Meeting Actual Start: 13:10

4 AGENDA

- **Discuss the Project Idea and finalize**
- **Appointment from Product Owner for Approval, deadline.**

5 OUTCOME OF MEETING

- To research on topics for the project.

6 MEETING END

Meeting Schedule End: 14:00

Meeting Actual End: 14:15

7 POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
1. To find relevant information on topic	Saurav Kumar	11/08/2022
2. To find relevant information on topic	Nithin Narayanankutty	11/08/2022
3. To find relevant information on topic	Pradeep Kewat	11/08/2022
4. To find relevant information on topic	Afza Mukkadam	11/08/2022

5. To find relevant information on topic	Saurabh Kanade	11/08/2022
6. To find relevant information on topic	Abhishek Pujari	11/08/2022

8 DECISIONS MADE

- To find relevant information coding application/platform required for the project.

9 AGENDA OF NEXT MEETING

- Finalize the scope of the project
- Gathering information and ideas to add

10 NEXT MEETING

4/08/22

11 LEARNING OUTCOME

- SCRUM Meeting
- Confidence
- Zoom
- Tech:
- Process
- Behaviour

12 CHALLENGES

- Facing difficulty to find the proper topic for the project.

Scrum   Product Owner