*Software engineering Project*

Meeting of Minutes

Meeting Date: 02/08/2022

Meeting Location: CS lab K.C College

Recorded By: Pradeep Kewat

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |  |
|  |  |  |  |  |

# Attendance

# Meeting Location

Computer Science Lab, K C College,Churchgate-400020

# Meeting Start

Meeting Schedule Start: 13:00

Meeting Actual Start: 13:10

# Agenda

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

# Outcome Of Meeting

# To research on topics for the project.

# Meeting End

# Meeting Schedule End: 14:00

Meeting Actual End: 14:15

# Post Meeting Action Items

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| 1. To find relevant information on topic | Saurav Kumar | 11/08/2022 |
| 1. To find relevant information on topic | Nithin Narayanankutty | 11/08/2022 |
| 1. To find relevant information on topic | Pradeep Kewat | 11/08/2022 |
| 1. To find relevant information on topic | Afza Mukkadam | 11/08/2022 |
| 1. To find relevant information on topic | Saurabh Kanade | 11/08/2022 |
| 1. To find relevant information on topic | Abhishek Pujari | 11/08/2022 |

# Decisions Made

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

# AGENDA OF NEXT MEETING

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

# Next Meeting

4/08/22

# LEARNING OUTCOME

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

# CHALLENGES

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

Scrum Product Owner