**Minutes of Meeting**

**Employee Maintenance System**

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| **Project Code** | Team 1 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Aishwarya Singh | Analyst | 03/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Sohan Madolli | Analyst | 03/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 03/01/2019

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| Meeting Venue | Lab-7 |
| Date / time | 03/01/2019 09.00a.m-11.30a.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Thorough understanding of the requirements and discussions pertaining to query tracking sheet. |

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| Discussions |
| 1. Discussions regarding the various requirements proposed by the project and the course of action to meet those requirements. 2. Determining Queries and tables to be asked for better understanding of the project. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 05/01/2019 |

Date: 04/01/2019

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| **Project Code** | Team 1 |
| **Project Name** | Insurance quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Aishwarya Singh,  Sohan Madolli,  Dinesh Reddy,  Suganya Thangaraj,  Chithra T,  Harshat Sai Koppineni | Analyst | 04/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Aishwarya Singh | Analyst | 04/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:2.0** |
| **Version Number** | 2.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 04/01/2019 10.30a.m-11.00a.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Understanding the Use-case diagram and Sequence diagram using Unified Modeling Language. |

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| Discussions |
| 1. Division of work 2. Updating the Work Breakdown Structure |
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**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 04/01/2019 |

Date: 05/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Aishwarya Singh, Sohan Madolli | Analyst | 05/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Dinesh Reddy | Analyst | 05/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 05/01/2019 10.30a.m - 11.00a.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the customized tables to be used. |

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| Discussions |
| 1. Planned to add several beans and customized tables for database. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 05/01/2019 |

Date: 07/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Suganya Thangaraj, Chithra T | Analyst | 07/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Aishwarya Singh | Analyst | 07/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Training lab 7 |
| Date / time | 07/01/2019  10.30a.m-11.00a.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Planned to write test cases for modules. |

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| Discussions |
| 1. Planned to write the codes for all the modules. 2. Planned to write test class regarding functionalities of user ,agent and admin |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 07/01/2019 |

Date: 08/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Harshat Sai Koppineni, Chithra T | Analyst | 08/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Dinesh Reddy | Analyst | 08/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 08/01/2019 9.30a.m -12.00p.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Discussions regarding applying proper validations for input fields |

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| Discussions |
| 1. Planned to write proper validations and apply apt low level diagrams 2. Planned to resolve issue regarding access to admin. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Low Level Diagrams | Team | 08/01/2019 |

Date: 09/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance quote generation |

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| --- | --- | --- |
| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Aishwarya Singh, Dinesh Reddy | Analyst | 09/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Sohan Madolli | Analyst | 09/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 09/01/2019 10:30.m-11.30a.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding coding. |

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| Discussions |
| 1. Planned to continue writing the codes for the modules. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 09/01/2019 |

Date: 10/01/2019

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| **Project Code** | Team 5 |
| **Project Name** | Insurance Quote Generation |

|  |  |  |
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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Team | Analyst | 10/01/2019 |
| **Reviewed by** | **Role** | **Date of Review** |
| Harshitha | Analyst | 10/01/2019 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

|  |  |
| --- | --- |
| Meeting Venue | LAB 7 |
| Date / time | 10/01/2019 10.00.p.m-3.30p.m |
| List of Participants | 1. Aishwarya Singh  2. Sohan Madolli  3. Dinesh Reddy  4. Suganya Thangaraj  5. Chithra T  6. Harshat Sai Koppineni |
| Distribution List | [aishwarya.singh@capgemini.com](mailto:aishwarya.singh@capgemini.com)  [sohan.madolli@capgemini.com](mailto:sohan.madolli@capgemini.com)  dinesh-reddy.bodha@capgemini.com  [suganya.thangaraj@capgemini.com](mailto:suganya.thangaraj@capgemini.com)  [Chithra.t@capgemini.com](mailto:Chithra.t@capgemini.com)  [Harshat-sai.koppineni@capgemini.com](mailto:Harshat-sai.koppineni@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the integration of codes. 2. Discussion regarding flaws in project. |

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| Discussions |
| 1. Planned to finish off writing the codes for the modules. 2. Tested the project’s functionalities |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 10/01/2019 |
| Meeting Agenda | | |
| 1. Discussion regarding the working of project. | | |

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| Discussions |
| 1. Tested working of project. |

**Decisions and action items:**

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| Action item |  | Responsibility | Planned finish Date |
| Code development |  | Team | 11/02/2019 |