**Project Team Meeting**

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| **Project Name:** | Traffic Modeling System |
| **Team Name:** | Ekathra |
| **Purpose:** | Introduction about the project |
| **Day, Date & Time:** | November 11th, 2016; 8:00 PM |
| **Location of Meeting:** | Student Union |
| **Attendees:** | Sahil, Vamsy, Teja, Manikanta, Rupananda, Ashwini, Naveen |
| **Absentees:** | NA |

**Agenda:**

**Introductions of attendees**

**Roles and Responsibilities of the each member in the team:**

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| **S.No** | **Name** | **Role** | **Responsibilities** |
| 1 | Rupanandha Moori | Primary Contact | He is the primary contact with client. He will represent the whole team and communicates with client regarding project requirements, progression, changes and completion. |
| 2 | Manikanta Nomula | Communications & Documentation Management | He is responsible to maintain communication and documentation management and it includes updating all changes and tracking project progression in different versions. |
| 3 | Rama Naveen Kommuri | Quality & Testing Management | He is responsible to maintain quality throughout the SDLC process and to deliver effective output on time. To achieve the qualitative deliverables, testing plays a vital role. He will be responsible to test each module in the project |
| 4 | Ashwini Cherukuri | Data Management | She will take care of the collecting, storing and managing data in database and connecting data with front end system to update data which is entered by client. She would be responsible for managing data for our project. Including database connectivity, database designing, data mining etc. |
| 5 | Vamsy Chowdary Bobba | Issues Management | He would be responsible to track all the issues in the project duration which may relate to internal staff and make sure to work the project as smooth. |
| 6 | Sahil Nokhwal | Requirements Management | He will gather requirements from client and handle the changes in requirements as per the progress of project. He will also analyze, track and prioritizing the requirements. |
| 7 | Laxmi Sai Teja Naraharasetty | Client Management | He takes the responsibility of meeting, getting requirements from client and also giving updates to the client. |

**Background of project:**

The traffic modeling system is a simulation system through which different types of road would be attached to simulate the behavior of traffic. There are several components like roundabout, 2-way road, 4-way, signals, and T-junction so that they would act as network of roads. To start the simulation, user need to input some parameters such as: number of cars per minute, reaction rate etc.

**Discussion of project scope, time, and cost goals**

The scope of this project is to build a simulation system which can simulate the behavior of road network. There would be 5 types of road components and would be 1 lane road. Apart from this all vehicles would be of 4 wheels. This is the summary of the project and full explanation is written in requirement gathering document.

Further total budget of the project is $450,000 dollars and the total time would be approx.

15 (hours per person) \* 7 (persons) \* 13(week in a semester) \* 2(Semesters) = 2730 approx.

**Review of project-related documents (i.e. business case, project charter)**

Review the documents done until this day for final presentation

**Discussion of project organizational structure**

We are using the functional structure like everyone will be reporting to their supervisor respectively but as there is no hierarchy in this project and all are at same level, we usually report to one another in stand up meeting.

**Discussion of other important topics**

Clarifying the issues faced by everyone in the team during the document preparation.

**List of action items from meeting**

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| **Action Item** | **Assigned To** | **Due Date** |
| Add some points to Requirement document | Sahil Nokhwal | Nov 15 |
| Prepare Issue management document | Vamsy & Teja | Nov 15 |
| Prepare Use case document | Rupananda | Nov 15 |
| Prepare Project management plan | Mani & Teja | Nov 15 |
| Specification | Sahil Nokhwal | Nov 15 |
| Data Management Plan | Teja & Naveen | Nov 15 |
| Installation Manual | Rupananda | Nov 15 |
| Prototype | Naveen | Nov 15 |
| Test Plan | Ashwini | Nov 15 |
| Test Suite | Ashwini & Naveen | Nov 15 |
| User Manual | Mani | Nov 15 |
| Presentation slides | Vamsy & Ashwini | Nov 15 |

**Date and time of next project team meeting:** yet to decide