

Meeting Minutes

Subject			
Routine Group Meeting			
Date, Time (duration) and Venue			
<ul style="list-style-type: none"> 20th March 2022, 10:30 AM -12:30 PM (2 hrs) Online 			
Attendees		Non-Attendees	
<ul style="list-style-type: none"> Arora Srishti (Project Manager) Surawar Sanath (Front-End Developer) Rajagopal Iyer (Back-End Developer) Pandey Pratyush Kumar (Lead Developer) Acharya Atul (QA Manager) Tayal Aks (QA Engineer) Agarwal Gopal (Release Manager) 		<ul style="list-style-type: none"> N/A 	
Chaired by			Arora Srishti
Last meeting minutes have been reviewed			Yes
Progress Updates			
Task	Problem/Issue/Progress	Solution/Action	Taken by & deadline
Design Report on Software Maintainability	Discussed necessary points to cover and got input from the team	Divided the work and assigned to team members	Team Deadline: 24 th March 2022
Configuration Management Plan	Discussed the necessary protocols to be put in place to ensure all configuration changes go through a process	Divided the work and assigned to team members	Team Deadline: 24 th March 2022
Change Management Plan	Discussed the necessary protocols to be put in place to ensure all changes go through due process	Divided the work and assigned to team members	Team Deadline: 24 th March 2022
Release Plan	Discussed how the product would be released and drafted some initial points to be mentioned in the plan	Divided the work and assigned to team members	Team Deadline: 24 th March 2022

Prototype Completion	Discussed app features that need to be implemented by the presentation next week. Some of them include backend integration, algorithm deployment, chat server integration etc.	Assigned the tasks to members of the dev team	Team Deadline: 24 th March 2022
The next meeting will be held			27 th March 2022, 10:30 AM -12:30 PM
This minutes have been agreed by all attendees			Arora Srishti