# **MEETING AGENDA**

| **Team/Application Name:** | Team 4 | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 10/28/2024 | **Time:** | 2:00 pm |
| **Meeting Facilitator:** | Mudra Koradia | **Location:** | Zoom |

| 1. Meeting Objective & Agenda |
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| Finalize all the documents and distribute and prepare the plan for presentation |

| 2. Attendees | | | |
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| **Present at the Meeting** | **Absent** |  |  |
| Mudra Koradia |  |  |  |
| Brinda Patel |  |  |  |
| Avadhi Shah |  |  |  |
| Sushanth Nandeti |  |  |  |
| Dhwarakesh Shankar |  |  |  |
| Ruthwik Mamidala |  |  |  |
| Sivasankaran Kaleeswaran |  |  |  |
| Ruchitha Thaniparthy |  |  |  |
| Jalak Gevariya |  |  |  |
| Rahul Cholleti |  |  |  |

| 3. Documents and Owners | | | |
| --- | --- | --- | --- |
| **Deliverables** | **Progress %** | **Primary Owner,**  **Contributors** | **Peer Reviewer** |
| S1: UML analysis diagrams (use case diagram) | 100% | 1. Jalak  2. Ruthwik | Avadhi |
| S1: UML analysis diagrams (activity diagram) | 100% | 1. Rahul 2. Ruthwik | Avadhi |
| S1: Slack communication - build deployed to QA environment | 100% | Brinda | Dhwarakesh |
| S1: Jenkins - Slack notifications, deployment to QA | 100% | Brinda | Dhwarakesh |
| S1: Perform Exploratory Testing; report defects | 100% | All | All |
| S1: updated Burndown Chart (in Excel) | 100% | Mudra | Mudra |
| S1: updated Kanban Board (in Jira) | 100% | Ruchitha | Ruchitha |
| S1: recorded Application Demo | 100% | Mudra | Sushanth |
| S1: Retrospective Report; discuss re-planning Sprint2 | 100% | Avadhi Ruchitha | Mudra |
| S1: print1 Review Rehearsal | 100 % | All | All |
| S1: User Stories: Category Management – Add, Update, Delete. | 100 % | All | All |
| S1: User Stories: Product Management – Add, Update, Delete. | 100% | All | All |
| S1: User Stories: Inventory Dashboard | 100% | All | All |
| S1: User Stories: Manage Product Stock Levels | 100% | All | All |
| S1: Delete Account | 100% | All | All |

| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting – guidelines, tutorials, examples, etc.) | |
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| **Description** | **Prepared by** |
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| 5. Issues and Roadblocks | |
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| **Description** | **Help Needed** |
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| 6. Next Meeting Agenda and Targets - 10/29: 2:00 | | | |
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| **Tasks to Complete** | **Target Progress %** | **Primary Owner,**  **Contributors** | **Peer Reviewer** |
| Rehearsal of class presentation | 100% | All | All |
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