**Minutes of Meeting**

**Library Management System**

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| **Project Code** | Team4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Balaji Veerappan & Nafeez Virani | Software Engineer | 12/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Anoop Singh Jaswal | Software Engineer | 12/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 12/10/2015

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| Meeting Venue | Training Room Online lab - 2 |
| Date / time | 12/10/2015 11.15am-12.30pm |
| List of Participants | 1. Sai Sri Devi Kommamuri 2. Renuka Reddy Singareddy 3. Harika Talluri 4. Dadi Chandi Navya 5. Swathi Priya R 6. Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Clear understanding of the requirements, discussions on Analysis and Design of the project. |

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| Discussions |
| 1. Discussion on all phases of the Project as mentioned in the requirement. 2. Planning and division of work to meet the given requirement. 3. Filing the query sheet for a clear understanding between client and the developer. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 12/10/2015 |

Date: 13/10/2015

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| **Project Code** | Team 4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Balaji Veerappan & Nafeez Virani | Software Engineer | 13/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Anoop Singh Jaswal | Software Engineer | 13/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:2.0** |
| **Version Number** | 2.0 |  |

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| Meeting Venue | Training Room 4 |
| Date / time | 13/10/2015 9.00am-9.30pm |
| List of Participants | 1. Sai Sri Devi Kommamuri 2. Renuka Reddy Singareddy 3. Harika Talluri 4. Dadi Chandi Navya 5. Swathi Priya R 6. Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Understanding the use of Class diagram, use-case diagram, Sequence diagram and Activity diagram using Unified Modeling Language. |

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| Discussions |
| 1. Planning and division of work to complete the task. 2. Updating the Work Breakdown Structure. 3. Updating the Database Design. |
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**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 13/10/2015 |

Date: 14/10/2015

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| **Project Code** | Team 4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Balaji Veerappan & Nafeez Virani | Software Engineer | 14/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Anoop Singh Jaswal | Software Engineer | 14/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Training Room 4 |
| Date / time | 14/10/2015 11.45am-12.15pm |
| List of Participants | 1. Sai Sri Devi Kommamuri 2. Renuka Reddy Singareddy 3. Harika Talluri 4. Dadi Chandi Navya 5. Swathi Priya R 6. Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of Unit test plan for the modules. |

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| Discussions |
| 1. Planned to write the test-cases for module 2(Create survey). 2. Each team member should write at least 2 test-cases. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 14/10/2015 |

Date: 15/10/2015

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| **Project Code** | Team 4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Rahul Yadav | Software Engineer | 15/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Nafeez Virani | Software Engineer | 15/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Training Room Online Lab 2 |
| Date / time | 15/10/2015 10.00am-10.30am |
| List of Participants | 1. Sai Sri Devi Kommamuri 2. Renuka Reddy Singareddy 3. Harika Talluri 4. Dadi Chandi Navya 5. Swathi Priya R 6. Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of Low Level Diagrams for the modules. |

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| Discussions |
| 1. Planned to write the Low Level Diagram for module 2(Create survey). |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Low Level Diagrams | Team | 15/10/2015 |

Date: 16/10/2015

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| **Project Code** | Team 4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Rahul Yadav | Software Engineer | 16/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Prabhjot Singh | Software Engineer | 16/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:3.0** |
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| Meeting Venue | Training Room 4 |
| Date / time | 16/10/2015 10am-10:45am |
| List of Participants | 1.Sai Sri Devi Kommamuri  2.Renuka Reddy Singareddy  3.Harika Talluri  4.Dadi Chandi Navya  5.Swathi Priya R  6.Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of codes for all the modules. |

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| Discussions |
| 1. Planned to write the codes for all the modules. 2. Each member was provided with individual modules for code development. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code developement | Team | 16/10/2015 |

Date: 17/10/2015

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| **Project Code** | Team3 |
| **Project Name** | Survey Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Rahul Yadav | Software Engineer | 17/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Prabhjot Singh | Software Engineer | 17/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
| **Circulation List** | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) | **Version Number of the template:3.0** |
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| Meeting Venue | Training Room 4 |
| Date / time | 17/10/2015 10:30am-11:00am |
| List of Participants | 1.Sai Sri Devi Kommamuri  2.Renuka Reddy Singareddy  3.Harika Talluri  4.Dadi Chandi Navya  5.Swathi Priya R  6.Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the development of codes for all the modules. |

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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 developement | Team | 17/10/2015 |

Date: 19/10/2015

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| **Project Code** | Team 4 |
| **Project Name** | Library Management System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Rahul Yadav | Software Engineer | 19/10/2015 |
| **Reviewed by** | **Role** | **Date of Review** |
| Prabhjot Singh | Software Engineer | 19/10/2015 |
| **Approved by** | **Role** | **Date of Approval** |
| Zainab Kulkarni | Training Manager |  |
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| **Version Number** | 3.0 |  |

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| Meeting Venue | Training Room 4 |
| Date / time | 19/10/2015 10:30am-11:00am |
| List of Participants | 1.Sai Sri Devi Kommamuri  2.Renuka Reddy Singareddy  3.Harika Talluri  4.Dadi Chandi Navya  5.Swathi Priya R  6.Sri Lakshmi Muppavarapu |
| Distribution List | [sai-sri-devi.kommamuri@capgemini.com](mailto:sai-sri-devi.kommamuri@capgemini.com),  [renuka.reddy-singareddy@capgemini.com](mailto:renuka.reddy-singareddy@capgemini.com),  [swathi-priya.r@capgemini.com](mailto:swathi-priya.r@capgemini.com),  [chandi-navya.dadi@capgemini.com](mailto:chandi-navya.dadi@capgemini.com),  [sri-lakshmi.muppavarapu@capgemini.com](mailto:sri-lakshmi.muppavarapu@capgemini.com),  [harika.talluri@capgemini.com](mailto:harika.talluri@capgemini.com) |

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| Meeting Agenda |
| 1. Discussion regarding the integration of codes of all the modules. |

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| Discussions |
| 1. Planned to finish off writing the codes for the modules and to integrate all of them on time. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code developement | Team | 19/10/2015 |