**Minutes of Meeting**

**(E-Banking (Online Banking))**

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| **Project Code** | **Group 7** |
| **Project Name** | **E-Banking(Online Banking)** |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Vaibhav Bansal | Senior Software Engineer | 14/11/2017 |
| **Reviewed by** | **Role** | **Date of Review** |
| Vaishali Srivastava | Analyst | 16/11/2017 |
| **Approved by** | **Role** | **Date of Approval** |
| Vishal Mali | Senior Analyst | 16/11/2017 |
| **Circulation List** | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 06/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 06/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Thorough understanding of the project and flow of the project. |

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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 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 | 06/11/2017 |

Date: 07/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 07/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Distribution of responsibilities among team members. 2. Pen – paper work for the better understanding the flow of the project |

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| Discussions |
| 1 Discussions related to distribution of tasks that will be performed by the team members.  2 Discussions related to case study.  3 Discussions related to client side validations. |

**Decisions and action items:**

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| Action item (Assignment of task(module)) | Responsibility | Planned finish Date |
| 1. Home Page, Login page, Fund Transfer | Harshit Bhat | 12/11/2017 |
| 2. Login and Registration Module, Forgot Password, Open Account | Vishesh Kushwah | 12/11/2017 |
| 3. Change Password Module and Minutes of Meeting | Kavitha Keelu | 12/11/2017 |
| 4. Fund Transfer Module, Mini Statement, Detailed Statement | Vaibhav Bansal | 12/11/2017 |

Date: 08/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 08/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Usecase Diagram, Class Diagram and Database Design. |

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| Discussions |
| 1. Discussed and prepared Usecase , Class Diagram and Database Design. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Design Of Class Diagram | Vishesh Kushwah, Vaibhav Bansal | 12/11/2017 |
| 2. Design of Use Case Diagram | Kavitha Keelu | 12/11/2017 |
| 3. Database Design | Harshit Bhat | 12/11/2017 |
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Date: 09/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 09/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |
| Meeting Agenda | | |
| 1. Reading and Understanding of the Checklist and Coding Standards and Database Design | | |

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| Discussions |
| 1. Discussions pertaining to Checklist Coding Standards and Database Design. |

**Decisions and action items:**

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| Action item (UTP Review) | Responsibility | Planned finish Date |
| 1. Home Page, Login page, Fund Transfer | Harshit Bhat | 13/11/2017 |
| 2. Login and Registration Module, Forgot Password, Open Account | Vishesh Kushwah | 13/11/2017 |
| 3. Change Password Module and Minutes of Meeting | Kavitha Keelu | 13/11/2017 |
| 4. Fund Transfer Module, Mini Statement, Detailed Statement | Vaibhav Bansal | 13/11/2017 |

Date: 10/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 09/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. LLD Preparation, Review of Class Diagrams and Usecase Diagrams, checking the functionality of the project. |

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| Discussions |
| 1 Discussions related to LLD i.e assignment of Modules for preparation of LLD and the corresponding review.  2 Discussions related to changes and modifications that need to be introduced in the Usecase Diagram and Class Diagrams.  3Discussions related to some functionalities of the project. |

**Decisions and action items:**

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| Action item (Assignment of task(module)) | Responsibility | Planned finish Date |
| 1. Home Page, Login page, Fund Transfer | Harshit Bhat | 13/11/2017 |
| 2. Login and Registration Module, Forgot Password, Open Account | Vishesh Kushwah | 13/11/2017 |
| 3. Change Password Module and Minutes of Meeting | Kavitha Keelu | 13/11/2017 |
| 4. Fund Transfer Module, Mini Statement, Detailed Statement | Vaibhav Bansal | 13/11/2017 |

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| Action item (LLD Preparation) | Responsibility | Planned finish Date |
| 1. Suggestions for changes and modifications in Usecase and Class Diagrams. | Kavitha Keelu | 13/11/2017 |
| 2. Home Page, Open Account | Vishesh Kushwah | 13/11/2017 |
| 3. Login and Registration Module | Vishesh Kushwah | 13/11/2017 |
| 4. Change Password Module | Vishesh Kushwah | 13/11/2017 |
| 5. Fund Transfer | Vaibhav Bansal | 13/11/2017 |
| 6. View Mini Statement and Detailed Statement | Vaibhav Bansal | 13/11/2017 |
| 7. Minutes of Meeting, Query Tracking | Vaibhav Bansal | 13/11/2017 |
| 8. User Interface of the application | Harshit Bhat | 13/11/2017 |
| 9. LLD, HLD | Kavitha Keelu | 13/11/2017 |

Date: 11/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 11/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Study of Checklist , Coding Standard and LLD Review, functionalities of the application |

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| Discussions |
| 1. Discussions related to Checklist, Appropriate Coding Standard and LLD review by respective Team Members, proper functionality of the application |

Date: 13/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 13/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. LLD, Minutes of Meeting, Class Diagram, maintaining of coding standards. |

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| Discussions |
| 1. Discussions related to certain modifications that need to be included in the LLD, Class Diagram, UseCase Diagram. 2. Discussions related to changes that need to be introduced during documentation. 3. Discussions regarding setting of deadline for completion of portion of coding involving Business Logic and Presentation. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. LLD, Class Diagram, Usecase Diagram Review | Kavitha Keelu | 14/11/2017 |
| 2. Mandatory changes to be introduced during documentation. | Vaibhav Bansal | 14/11/2017 |
| 3. Setting of deadline for Completion of coding involving Business Logic and Presentation. | Team | 14/11/2017 |

Date: 13/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 14/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Completion of assigned modules inclusive of coding(Business Logic), Presentation(CSS) and essential Validations(Javascript-Client Side Validations as well as Server Side Scripting) 2. Details pertaining Documentation. 3. Testing of Code and Self Review of code. |

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| Discussions |
| 1. Discussions regarding details to be included during Documentation. 2. Discussions regarding the assigned Modules, CSS and Javascript. 3. Discussions regarding Testing of Code. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Details of Baseline Documents :   * Design Completion (Deadline) * Code Completion * Code Review * Test Defects * Integration * Defect Fixing | Team | 15/11/2017 |
| 2. Testing of Code | Team | 15/11/2017 |
| 3.Self Review | Assigned Team Member. | 15/11/2017 |

Date: 14/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 14/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Completion of Defect Tracking Sheet  2. Unit testing of each assigned module. |

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| Discussions |
| 1. Discussions related to Defect Tracking Sheet and Unit Testing. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Generating Defect Tracking Sheet | Assigned Team Member | 15/11/2017 |
| 2. Unit Testing | Assigned Team  Member | 15/11/2017 |

Date: 15/11/2017

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| Meeting Venue | GLC-102 |
| Date / time | 15/11/2017 9:00am-10:00am |
| List of Participants | 1. Harshit Bhat  2. Kavitha Keelu  3. Vaibhav Bansal  4. Vishesh Kushwah |
| Distribution List | [Vaibhav.bansal@capgemini.com](mailto:Vaibhav.bansal@capgemini.com),  [Vishesh.kushwah@capgemini.com](mailto:Vishesh.kushwah@capgemini.com),  [Kavitha.keelu@capgemini.com](mailto:Kavitha.keelu@capgemini.com),  [Harshit.bhat@capgemini.com](mailto:Harshit.bhat@capgemini.com) |

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| Meeting Agenda |
| 1. Integration, Documentation, Completion of Coding(Logger, Comments) |

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| Discussions |
| 1. Discussions related to Integration of the project. 2. Discussions related to completion and review of Documentation. 3. Discussions related to completion of coding (i.e including Logger and appropriate comments). |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| 1. Integration of the Program | Team | 15/11/2017 |
| 1. Review and Completion of Documents | Kavita Keelu | 15/11/2017 |
| 1. CSS and Logger | Harshit Bhat | 15/11/2017 |
| 1. PPT | Team | 15/11/2017 |

**REVISION HISTORY OF THE WORK PRODUCT**

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| --- | --- | --- | --- | --- | --- |
| # | Date | Version # | Section Changed | Details of changes made | Approved By |
| 1 | 15/11/2017 | 1.0 | Document prepared | N/A | Vishal Mali |