**Project Team Meeting**

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| **Project Name:** | Project Management Collaboration tool |
| **Team Name:** | Phoenix |
| **Purpose:** | Discuss about completion of SRS document and other documents |
| **Day, Date & Time:** | Fri, Jun 30, 2017; 11:00 AM |
| **Location of Meeting:** | Student Union |
| **Attendees:** | Sanjay, Bhardwaj, Sudharshan, Shravani, Hemanth, Anudeep, Vineeth |
| **Absentees:** | NA |

**Agenda:**

**Introductions of attendees**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Team Member | Role | Email | Contact No. | Responsibilities |
| Sanjay Bedudoori | Primary Contact | [S528106@nwmissouri.edu](mailto:S528106@nwmissouri.edu) | +1 660-528-0163 | Represents the entire team and primary contact to the client. Communicates project progress, issues, and changes with the client. |
| Venkata Bhardwaj Avasarala | Client Management | [S528103@nwmissouri.edu](mailto:S528103@nwmissouri.edu) | +1 660-528-0954 | Responsible for meeting with a client, give updates to the client and get requirements from client. |
| Sudharshan Reddy Kankara | Requirements management | [S528138@nwmissouri.edu](mailto:S528138@nwmissouri.edu) | +1 660-528-0849 | Responsible for requirements gathering, maintaining and updating them as per client. Also, makes sure that these requirements are met. |
| Shravani Alampalli | Issues management | [S528100@nwmissouri.edu](mailto:S528100@nwmissouri.edu) | +1 484-644-8469 | Responsible for tracking all the issues and ensures that they are resolved on time. |
| Hemanth Sai Kishore Nersu | Data Management | [S528158@nwmissouri.edu](mailto:S528158@nwmissouri.edu) | +1 660-528-0191 | Responsible for collecting, storing, managing the data in the database and connect data with the system. Manages all the data of the project including the database. |
| Anudeep Reddy Mallidi | Quality and testing management | [S528146@nwmissouri.edu](mailto:S528146@nwmissouri.edu) | +1 660-541-3937 | Responsible for handling quality and testing throughout the SDLC process. Manages test cases and provides appropriate deliverables for the test modules. |
| Vineeth Gajula | Communications and documentation management | [S528124@nwmissouri.edu](mailto:S528124@nwmissouri.edu) | +1 660-528-0509 | Manages all the documentation and communication for the project. Tracks all the changes and maintain them. |

**Background of project:**

Collaboration tool is an integration of variety of software’s and online services used by people to work on together. There are several components like messaging, file sharing, shared calendar, task management which allows users to work simultaneously regardless of their physical location.

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

SRS document, Test Plan document, Cost & Time Estimation and Issues management document.

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

The scope of this project is to build a collaboration tool which allows a group of users to work together and share the work among themselves. This is only summary of the project and detailed explanation is written in requirement gathering document.

Further total budget of the project is $540,000 dollars and the total time would be approx.

42 (hours per person) \* 7 (persons) \* 6(weeks in a summer semester) \* 1(Semester) = 1,764 (6 weeks in GDP 1)

15 (hours per person) \* 7 (persons) \* 12(weeks in a fall semester) \* 1(Semester) = 1,260 (12 weeks in GDP 1)

**Discussion of project organizational structure**

Functional structure is being used. There is no hierarchy in this project and all are at similar level. In daily stand-up meetings, we report to one another.

**Discussion of other important topics**

Modified SRS document and divided requirements among team members and assigned individual tasks to each team member. Work on pending items listed below.

**List of action items from meeting**

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| --- | --- | --- | --- | --- | --- |
| **List of proposed requirements** | **Use cases** | **Prototypes** | **Test cases** | **Assigned to** | **Proof Reading** |
| Shared calendar | completed | completed | pending | Vineeth | Anudeep |
| Messaging | Completed | Pending | pending | Sudharshan | Sanjay |
| Task Management | Completed | Pending | Pending | Sanjay, Shravani | VIneeth |
| Shared document | Completed | Pending | Pending | Hemanth | Bhardwaj |
| Google Drive integration | Completed | Pending | Pending | Bhardwaj, Anudeep | Hemanth, Shravani |

**Date and time of next project team meeting:** July 7, 2017