# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 10/12/2021 | **Time:** | 1:00-1:45 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| 1. Meeting Objective & Agenda |
| Attendance: All accounted for  Communication: Meetings will be held over zoom directly after class. Next week we will have our second weekly meeting on Tuesdays at 1 pm to discuss progress on weekly deliverables, workshop presentation and iteration retrospective.  Retrospective Report: Our iteration retrospective was held. Team members gave suggestions to what went well and what can be improved.  Workshop Rehearsal: Team members have all been assigned documents to present. We will have rehearsal tomorrow 10/13 at 9 pm.  This Week’s Deliverables:  Team members all gave updates on this week’s deliverables. Test design documents have been corrected. Additional test cases still need to be implemented. View booking history for both customer and musician module has been implemented. Demo video has also been completed. Still waiting on one quiz question. This will be finished by tomorrow. Peer reviews for all documents will also be completed by tomorrow. Burn down chat and list of tasks has been updated.  Meeting concluded at 1:45pm. |
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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| John Brilhart |  |  |  |
| Revati Deshmukh |  |  |  |
| Jay Patel |  |  |  |
| Yashwanth Varre |  |  |  |
| Suraj Suwal |  |  |  |
| Soyeon Ju |  |  |  |
| Ge Ou |  |  |  |
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| 3. Documents and Owners | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| User Stories | Jay Patel | John Brilhart |
| Burn Down Chart | John Brilhart | Suraj Suwal |
| List of Tasks | John Brilhart | Revati Deshmukh |
| ERD(logical, conceptual) | Ge Ou | Jay Patel |
| Acceptance Tests, Test Execution Log | Suraj Suwal | Yashwanth |
| Source Code for User Stories (in GitHub repository) | Revati Deshmukh | Soyeon Ju |
| Quiz | All | Ge Ou |

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| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| R1\_List of Tasks\_Example 1 | Yuri Chernak |
| R1\_Burn-down Chart\_Example 1 | Yuri Chernak |
| R1\_User Stories\_Example 1 | Yuri Chernak |
| CS692\_W5\_Test Specification Guidelines | Yuri Chernak |

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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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