# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 10/16/2021 | **Time:** | 6:00-6:30 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.  Weekly Meetings: Due to schedule conflicts weekly meeting will be held at 9:30 am on Saturdays.  Deliverables:  As per the instructions from the professor at the workshop we will use the next two weeks to improve our past deliverables. For the acceptance tests involving System interface a context diagram must be included. Looking ahead at the planned implemented crosscuts for iteration 2: any test cases involving dataflow must include a dataflow diagram.  List of tasks needs to be updated to reflect the second iteration as well as the burndown chart.  Application Environment:  Yashwanth and John will set up the application environment on their computers to help aid the lead developer and testers as stated in the retrospective report.  QTest lead:  Next week Suraj will attend the Qtest training to familiarize himself with the software. All team members are welcome to attend.  Meeting concluded at 6:30 pm. |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| John Brilhart |  |  |  |
| Revati Deshmukh |  |  |  |
| Jay Patel |  |  |  |
| Yashwanth Varre |  |  |  |
| Suraj Suwal |  |  |  |
| Soyeon Ju |  |  |  |
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| 3. Documents and Owners | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Burn Down Chart | John Brilhart | Suraj Suwal |
| List of Tasks | John Brilhart | Revati Deshmukh |
| Acceptance Tests, Test Execution Log | Suraj Suwal | Yashwanth |
| Source Code for User Stories (in GitHub repository) | Revati Deshmukh | Soyeon Ju |

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| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| CS692\_W5\_Test Specification Guidelines | Yuri Chernak |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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