# **MEETING AGENDA**

| **Team/Application Name:** | Team 4 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10/14/2024 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** | Diksha Korat | **Location:** | Remote (Zoom) |

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| 1. Meeting Objective & Agenda |
| -Discuss Quiz-6:Test Design.  -Assigning JIRA & GitHub admins  -Discussion about creating jira Project,invite users  -Discuss about GitHub:create a project repository  -Supplementary Requirements --> complete Entitlements Table (RCT Tab)  -Testing RoadMap (3 testing cycles in Excel) |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Diksha Korat |  |  |  |
| Ishan Vaghani |  |  |  |
| Meet Pipaliya |  |  |  |
| Aryan Jiyani |  |  |  |
| Lohith Rahul |  |  |  |
| Achyut |  |  |  |
| Shriya Goud |  |  |  |

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| 3. Documents and Owners | | | |
| **Deliverables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Team4\_RCT\_Entitlement Tabs | 0% | Diksha Korat | Ishan Vaghani |
| Create GitHub\_Repository | 0% | AchyutKumar | Diksha Korat |
| Jira:Create a jira project,invite users | 0% | Rahul Lohith | Diksha Korat |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Agenda -10/26/2024 (Zoom Call) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s),**  **Contributors** | **Peer Reviewer(s)** |
| Creating JIRA Project and inviting team members | 0% | Diksha Korat,  Team1&2 | Achyutkumar |
| GitHub:create a project repository | 0% | Lohith Rahul | Diksha Korat |
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