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| **#** | **EST Time** | **Item** |
| 1 | 0:15 | Go over four-up chart |
| 2 | 0:10 | Questions/ concerns |
| 3 | 0:30 | Talk about progress within group, will we meet deadline, etc. |

Time start: 5:04

Call ended at 5:16

Time end:6:18

Attendance

Matt

Dan

Phil

Aaron

Kal

Rupesh

### Notes

* Send an email containing any specific questions to Rupesh if needed.

Write down in the risks about how the sprint was not finished, and what delayed the sprint (ex. Not finishing the test plan execution). This allows for better metrics and shows how you can better plan for the next sprint. Need to do a better job of planning and managing the project.

For sprint 7 there should be zero things that don’t have things slip out. If you were planning properly you should not have anything slip out. REPLAN sprint 7 and put focus on delivering what we say we are gonna deliver. If you can’t meet the hours, change your plan.

What actions are you taking that you are going to do more than what you did last time… Under risks, it should say you need to allocate more time to catch up since we’re behind.

**Send the email about running the TV**

**Send email asking about the review of the wireframe and asking when we want the feedback by. Define a process and set the expectation of what you will do, and what they will do and when you want that done. Emailing it to them and hope they review it will not work. Set up a process and make sure they respond to it accordingly. Write down, here is our approach, we plan to give you the specs on this day. We would like you to review it offline and give it to us by this day, we’ll respond to this by this day and by this final day we will be done regardless.**

**Write up a process… send that out by tomorrow. Make sure description is clear, what you’ll deliver is clear, the dates for responses and feedback is clear. IF you don’t get a response, you got to escalate it to Nagesh…**

1. **An email stating this is what our plan is**
   1. **We are going to be finishing wireframing the UI by 2/26. We are going to review it internally and integrate the parts on our meeting this day, and all edits will be committed by 2/27. We will email you on the 27th letting you know, give you a link and we would like feedback, by Friday night at 5pm so we have time review it over the weekend, make any changes, ans send it back again for review. If feedback is not given by Friday night, we’ll assume no changes are necessary and move forward with the current implementation.**
2. **Ensure everything is presentable**
3. **Write an email to bizcloud**
   1. **Attach link to wireframes and / or send wireframes as attachment**
   2. **Re-state when we would like feedback by, etc.**