INFO-6068 Status Meeting Minutes – Team Pro-Test



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| --- | --- | --- | --- |
| Project: |  | | |
| **Project Manager:** | Ralph Anonuevo | **Business Responsible:** |  |
| Date: | 07-Nov-2019 | **Phase:** |  |
| Time: | 6:00pm | Location: | Fanshawe Downtown Campus – Room 415  130 Dundas Street  London ON |
| Prepared by: | Lyan Limjap | Schedule: | **From:** 6:00pm  **To:** 7:00pm |

| Attendees (Present, Absent) | | | | | |
| --- | --- | --- | --- | --- | --- |
| Invited | Attended | Invited | Attended | Invited | Attended |
| Francisco Gomez | **√** |  |  |  |  |
| Ralph Anonuevo | **√** |  |  |  |  |
| Lyan Joy Limjap | **√** |  |  |  |  |
| Daniel Gilbert | **√** |  |  |  |  |
| Mrinal Chopra | **√** |  |  |  |  |
| Rose Maria George | **√** |  |  |  |  |
| Anand Karithadathil Baby | **√** |  |  |  |  |

| Objective(s): |
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| 1. Review Current Project Activities 2. Next Steps 3. General Discussion 4. Define Procedures for Rotating Manager and Scribe roles 5. Discuss Project Plan Initiation 6. Establish Main forms of communication |

| Agenda/Meeting Highlights | |
| --- | --- |
| Topic # | Agenda/Meeting Highlights: |
|  | Updated and compiled all the test scrips. |
|  | Decided Template that will going to use for test execution. |
|  | Gathered information for test execution |
|  | Deciding roles for test execution. |
|  | Updated project plan |
|  | Updated Traceability |
|  | Updated agenda |
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| Action/Issues List | | | | | |
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| # | Date | Actions | Owner | Target Date | Action Status |
|  | November 1, 2019 | Template format for the test execution | Daniel | 11-14-19 | closed |
|  | November 1, 2019 | Distribution of task for test execution | Project team | 11-14-19 | Open |
|  | November 1, 2019 | Create meeting agenda for next week | Mrinal | 11-14-19 | Open |
|  | November 1, 2019 | Update Final Project Plan | Project Manager | 11-14-19 | Open |
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| Next Meeting | | |
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| Date | Room | Duration |
| November 7, 2019 | Room 415 LBD | 6:00pm – 7:00pm |