INFO-6068 Status Meeting Minutes – Team Pro-Test



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| --- | --- | --- | --- |
| Project: | Capstone Project | | |
| **Project Manager:** | Mrinal Chopra | **Business Responsible:** |  |
| Date: | 10-Oct-2019 | **Phase:** |  |
| Time: | 6:00pm | Location: | Fanshawe Downtown Campus – Room 415  130 Dundas Street  London ON |
| Prepared by: | Mrinal Chopra | 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: |
|  | Distributed task for Use Case |
|  | Dan and Mrinal work with Booking tickets |
|  | Francisco work with Cancelling tickets |
|  | Ralph work with View routes |
|  | Lyan work with writing testimonials |
|  | Rose work with viewing testimonials |
|  | Anand work with admin login |
|  | Gathered information for traceability matrix requirements |
|  | Test case vs Test scenarios |
|  | Adds alternate flow and exception flow on use cases |
|  | Familiarized with SQL Database |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | October 10, 2019 | Research the difference between basic flow, alternate flow and exception flow | Project Manager | 10-16-19 | Open |
|  | October 10, 2019 | Prepare Agenda for next meeting | Scribe | 10-16-19 | Open |
|  | October 10, 2019 | Working with Use cases | Team members | 10-16-19 | Open |
|  | October 10, 2019 | Research for traceability matrix requirements | Project manager | 10-16-19 |  |
|  | October 10, 2019 | Update Final Project Plan | Project Manager | 12-05-19 | Open |
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| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| October 24, 2019 | Room 415 LBD | 6:00pm – 7:00pm |