# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03/11/2025 | **Time:** | 5.00PM to 5.30PM |
| **Meeting Facilitator:** | Misha Patel | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| 1. Testing RoadMap (3 testing cycles in Excel) (fill the RCT values) 2. Complete Entitlements Table (RCT Tab) 3. Created Jira project 4. Github repo creation |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Misha |  |  |  |
| Shahrukh |  |  |  |
| Anvika |  |  |  |
| Mayank |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Testing RoadMap (3 testing cycles in Excel) (fill the RCT values) | 100% | Misha | Team |
| 1. Complete Entitlements Table (RCT Tab) | 100% | Anvika | Team |
| 1. Jira Project | 100% | Misha | Team |
| 1. Github Repo | 100% | Misha | Team |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Entitlements Table (RCT Tab) | Professor |
| Testing RoadMap (3 testing cycles in Excel) | Professor |
| Github Folder structure | Professor |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues |  |
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| 6. Next Meeting Agenda – 03/14/2025 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Define User Stories | 40% | Anvika | Team |
| qTest: Assign 2 qTest Admins; form 2 working groups | 30% | Misha | Team |