# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/23/2024 | **Time:** | 8:30 PM to 8:55PM |
| **Meeting Facilitator:** | Noel Sam Routhu | **Location:** | Class |

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| 1. Meeting Objective & Agenda |
| 1. Quiz on chapter Software Testing 2. Divinding Team into 2 tracks to work on “**RCT detailed review - complete composition of concerns (0/1)**” for Xero Application    1. Financial Data Entry Module       1. Matt Borowski – Lead       2. Naga Bavana Kolasani       3. Noel Sam Routhu       4. Jingsi Hu    2. Bank Feeds & Re-conciliations       1. Hanith Atluri – Lead       2. Meghana Gudipati       3. Sashank Allugunti    3. Supplementary Requirements – Adding Details to Crosscuts 🡪 Assigned to Yash Vora |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Noel Sam Routhu | Meghana Gudipati |  |  |
| Matt Borkowski | Jingsi Hu (Online) |  |  |
| Naga Bavana Kolasani |  |  |  |
| Yash Vora |  |  |  |
| Sashank Allugunti |  |  |  |
| Hanith Atluri |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz – Software Testing | 30% | Team | Noel Sam Routhu |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Project Delivery Schedule Spring Sheet | Professor |
| RCT Template Xero | Professor |
| Sofrware Testing Material | Professor |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues |  |
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| 6. Next Meeting Agenda – 02/26/2024 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Fully achieved RCT Table for Xero with composition of concerns | 100% | Team | Team |
| Supplementary Requirements – Adding Details to Crosscuts | 100% | Yash Vora | Team |
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