Group 01

DOUBLE TREE HOTEL BILLING APPLICATION

**MINUTES OF MEETING**

**20-Oct-22**

**Agenda**

* Understanding the project
* Discuss queries on Usecases
* Module owner identification
* Story board preparation
* Templates to use

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Story board** | Neelima,Pavithra | **20-Oct-2022** |
| **Folders creation** | Pallavi | **20-Oct-2022** |
| **SRS preparation (to be done by each one on their module)** | Pallavi, Divya Snehitha,Likhitha | **20-Oct-2022** |

**MINUTES OF MEETING**

**21-Oct-22**

**Agenda**

* Status check on the previous meeting points
* Understanding Design Documents
* Preparation of HLD
* Preparation of LLD

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **HLD – Integration** | Likhitha,Divya Snehitha,Pallavi | **21-Oct-2022** |
| **LLD - Integration** | Pavithra, Neelima | **21-Oct-2022** |
| **Submitting HLD & LLD modules** | Likhitha, DIvya Snehitha,Pallavi,Neelima,Pavithra | **21-Oct-2022** |

**MINUTES OF MEETING**

**24-Oct-22**

**Agenda**

* Status check on the previous meeting points
* Design Review
* Coding Guidelines
* Understanding Makefile and valgrind tool

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Design Review** | Divya Snehitha | **24-Oct-2022** |
| **Testing Valgrind tool and make file** | Pallavi, Divya Snehitha, Neelima, Pavithra ,Likhitha | **24-Oct-2022** |
| **F01 , F02** | Pallavi | **24-Oct-2022** |
| **F03 ,F04** | Divya snehitha | **24-Oct-2022** |
| **F05 , F06** | Neelima | **24-Oct-2022** |
| **F07, F08 ,** | Pavithra | **24-Oct-2022** |
| **F09, F10** | Likhitha | **24-Oct-2022** |

**MINUTES OF MEETING**

**25-Oct-22**

**Agenda**

* Code writing for each Modules
* Coding Guidelines discussion

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Design Review** | Divya Snehitha | **25-Oct-2022** |
| **Testing Valgrind tool and make file** | Pallavi, Divya Snehitha, Neelima, Pavithra ,Likhitha | **25-Oct-2022** |
| **F01 , F02** | Pallavi | **25-Oct-2022** |
| **F03 ,F04** | Divya snehitha | **25-Oct-2022** |
| **F05 , F06** | Neelima | **25-Oct-2022** |
| **F07, F08 ,** | Pavithra | **25-Oct-2022** |
| **F09, F10** | Likhitha | **25-Oct-2022** |

**MINUTES OF MEETING**

**26-Apr-22**

**Agenda**

* Discussed the various queries faced during the code writing of each modules
* Coding Guidelines were refined

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Design Review** | Divya Snehitha | **26-Oct-2022** |
| **Testing Valgrind tool and make file** | Pallavi, Divya Snehitha, Neelima, Pavithra ,Likhitha | **26-Oct-2022** |
| **F01 , F02** | Pallavi | **26-Oct-2022** |
| **F03 ,F04** | Divya snehitha | **26-Oct-2022** |
| **F05 , F06** | Neelima | **26-Oct-2022** |
| **F07, F08 ,** | Pavithra | **26-Oct-2022** |
| **F09, F10** | Likhitha | **26-Oct-2022** |

**MINUTES OF MEETING**

**27-Apr-22**

**Agenda**

* Presentation part
* UT-IT Report

**Action:**

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Presentation** | Pallavi, Divya Snehitha | **27-Oct-2022** |
| RTM | Neelima | **27-Oct-2022** |
| **UT-IT Report** | Likhitha, Pavithra | **27-Oct-2022** |