**Group 05- Jukebox**

**Minutes of Meeting**

**07-Dec-2022**

**Agenda:**

* Understanding the project
* Discussing the functionalities required
* SRS document and Excel preparation
* Making of HLD
* Making of LLD
* RTM preparation

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| DFD | Sneha Lichade, Gauri Bedarkar | 07-Dec-2022 |
| SRS document | Prajakta Shinde, Rutuja Taware, Komal Bhosale | 07-Dec-2022 |
| SRS excel sheet | Rutuja Taware, Komal Bhosale, Prajakta Shinde | 07-Dec-2022 |
| LLD | Sneha Lichade, Gauri Bedarkar | 07-Dec-2022 |
| HLD | Sneha Lichade, Gauri Bedarkar | 07-Dec-2022 |
| RTM | Prajakta Shinde, Rutuja | 07-Dec-2022 |

**08-Dec-2022**

**Agenda:**

* Discussing coding guidelines
* Story board preparation
* Designing main menu
* Implementing management function.

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| Story board | Prajakta, Gauri. | 8-dec-2022 |
| Header file | Rutuja, Komal. | 8-dec-2022 |
| Main menu | Sneha, Gauri. | 8-dec-2022 |
| Implementing management function | Komal, Sneha. | 8-dec-2022 |

**9-Dec-2022**

**Agenda:**

* Coding
* File Maintenance
* QMS\_UT\_IT\_REPORT

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| Coding | Rutuja Taware  Prajakta Shinde | 9-Dec-2022 |
| File Maintenance | Gauri Bedarkar,  Sneha Lichade | 9-Dec-2022 |
| QMS\_UT\_IT\_Report | Komal Bhosale. | 9-Dec-2022 |

**10 Dec 2022**

**Agenda:**

* Code Inspection Log
* Tools Report
* Makefile
* Uploading documents in Github

**Action**:

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| **Action Item** | **Responsibility** | **Planned Finish Date** |
| Code Inspection Log | Rutuja, Komal, Prajakta, Sneha, Gauri. | 10-dec-2022 |
| Makefile | Prajakta, Rutuja | 10-dec-2022 |
| Uploading documents in GitHub | Rutuja. | 10-dec-2022 |