**Minutes of Meeting**

**Employee Maintenance System**

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Chirag Sahney,Yaswanth Kodalli | Analyst | 10/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 10/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:1.0** |
| **Version Number** | 1.0 |  |

Date: 10/02/2018

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| Meeting Venue | Lab-7 |
| Date / time | 10/02/2018 11.00a.m-11.30a.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com, |

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| Meeting Agenda |
| 1. Clear understanding of the requirements, discussions on Analysis and Design of the project. |

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| Discussions |
| 1. Discussion on all phases of the Project as mentioned in the requirement. 2. Planning and division of work to meet the given requirement. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 10/02/2018 |

Date: 12/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Sowmya Mohan,Sonam Pandey | Analyst | 12/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 12/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:2.0** |
| **Version Number** | 2.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 12/02/2018 10.30a.m-11.00a.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Understanding the Use-case diagram and Sequence diagram using Unified Modeling Language. |

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| Discussions |
| 1. Planning and division of work to complete the task. 2. Updating the Work Breakdown Structure |
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**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 12/02/2018 |

Date: 13/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Chirag Sahney,Athira Jeevan | Analyst | 13/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 13/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 13/02/2018 10.30a.m - 11.00a.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the development of Unit test plan for the modules. |

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| Discussions |
| 1. Planned to write the test-cases for modules.Each team member should write at least 2 test-cases. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Reverse Presentation Document | Team | 13/02/2018 |

Date: 14/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| ReshmaThulahalli,Soundarya Prakasam | Analyst | 14/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 14/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 14/02/2018 10.30a.m-11.00a.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the development of codes for all the modules. |

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| Discussions |
| 1. Planned to write the codes for all the modules. 2. Each member was provided with individual modules for code development. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code developement | Team | 14/02/2018 |

Date: 15/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Athira Jeevan,Yaswanth Kodalli | Analyst | 15/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 15/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | Lab 7 |
| Date / time | 15/02/2018 11.30a.m -12.00p.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the development of Low Level Diagrams for the modules. |

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| Discussions |
| 1. Planned to write the Low Level Diagram for the modules. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Low Level Diagrams | Team | 15/02/2018 |

Date: 16/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance t System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Athira Jeevan,Soundarya Prakasam | Analyst | 16/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 16/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue |  |
| Date / time | 16/02/2018 11.00a.m-11.30a.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the development of codes for all the modules. |

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| Discussions |
| 1. Planned to continue writing the codes for the modules. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 16/02/2018 |

Date: 17/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Soundarya Prakasam,Sonam Pandey | Analyst | 17/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 17/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| Meeting Venue | LAB 7 |
| Date / time | 17/02/2018 3.00.p.m-3.30p.m |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the integration of codes of all the modules. |

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| Discussions |
| 1. Planned to finish off writing the codes for the modules and to integrate all of them on time. |

**Decisions and action items:**

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| Action item | Responsibility | Planned finish Date |
| Code development | Team | 17/02/2018 |

Date: 19/02/2018

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| **Project Code** | Team 1 |
| **Project Name** | Employee Maintenance System |

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| **Prepared/Modified by** | **Role** | **Date of Preparation** |
| Reshma Thulahalli,Sowmya Mohan | Analyst | 19/02/2018 |
| **Reviewed by** | **Role** | **Date of Review** |
| Chirag Sahney | Analyst | 19/02/2018 |
| **Approved by** | **Role** | **Date of Approval** |
| N.Kathiresan | Training Manager |  |
| **Circulation List** | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com | **Version Number of the template:3.0** |
| **Version Number** | 3.0 |  |

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| --- | --- |
| Meeting Venue | LAB 7 |
| Date / time | 19/02/2018 10.30A.M-11.00A.M |
| List of Participants | 1. Chirag Sahney  2. Sowmya Mohan  3.Sonam Pandey  4. Reshma Thulahalli  5. Athira Jeevan  6. Soundharya Prakasam  7. Yaswanth kodali |
| Distribution List | chirag.sahney@capgemini.com,  [sowmya.mohan@capgemini.com](mailto:sowmya.mohan@capgemini.com),  sonam.pandey@capgemini.com,  reshma.thulahalli@capgemini.com,  [athira.jeevan@capgemini.com](mailto:athira.jeevan@capgemini.com),  soundharya.p@capgemini.com  yaswanth.kodali@capgemini.com |

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| Meeting Agenda |
| 1. Discussion regarding the working of project. |

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| Discussions |
| 1. Tested the project’s functionalities |

**Decisions and action items:**

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| --- | --- | --- | --- |
| Action item |  | Responsibility | Planned finish Date |
| Code development |  | Team | 19/02/2018 |