

# Indian Institute of Information Technology, Vadodara

## Software Engineering( CS301 )

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### Meeting - 09

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Date : September 24, 2016

Venue : IIIT V Hostel

Time : 10:00 PM(40 Minutes)

|              |    |    |    |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|----|----|----|
| ID : 2014520 | 04 | 05 | 12 | 36 | 44 | 48 | 50 | 56 | 57 |
| Attendance   | √  | √  | √  | √  | √  | √  | √  | √  | √  |

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## Agenda of our meeting

Documentation Distribution :

In the meeting what are the flow we maintain and how we will create and formats .  
How we distribute document and complete within deadline.

## Discussion

In the meeting we discuss about all the documents in details and how we are going to create, who will going to work as two- three team members team and after all the we discussion,  
We distributed the documents as:

Feasibility, Proposal : INDUS, B.DILEEP KRISHNA  
Cost Estimation , Role and Responsibility : NILESH CHATURVEDI, AKHIL PEDAPALI  
SRS Document , Traceability metric : SHREYA SINGH  
Traceability Metric: DURGA VIJAYALAKSHMI , Raju  
Gantt Chart : JITENDRA SINGH, RAVI KUMAR PATEL

## Conclusion

So after we 40 minutes meeting we distribute document in one or two team members .

## Next meeting

In this meeting we will discuss & reviewer decided.

Agenda of our next meeting is :

Discuss & reviewer decide.

Venue – IIITV Hostel

Date – October 25 2016

Time – 10:00 pm