MEETING MINUTES

Location: Microsoft Teams Meeting

Date: 23rd July 2023

Time: 23:00

Duration: 2 hour 30 minutes

Attendees: Sadath Roshan, Sindoora Rao, Lakshya Kalia, Pankaj Deep Sahota, Manish Gautam, Manasa Yalakala

AGENDA ITEMS

1. Finalize the backlog for Sprint 4.
2. Open issues for next Sprint and plan them.
3. Distribution of tasks among team members for current sprint.
4. Finalize on how to go about testing.
5. Plan of action for upcoming demo session.

DISCUSSION

1. Sprint 3 to focus on implementing the core feature related to admin.
2. Sprint 4 to focus on code restricting and code cleaning.
3. Issues for sprint 4, assigning story points and assignees for the same.
4. Acceptance testing document walkthrough and finalizing.
5. Demo flow for upcoming presentation to b e started with intro to backlog, application flow and the testing strategy.

ACTION ITEMS

1. Sprint backlog to be updated by Roshan by 24th July.
2. Testing Document to be written before this sprint by Manasa.
3. Admin function from the front end to be implemented by Sindoora and Lakshya.
4. APIs and database support required for admin core functionality to be implemented by Pankaj and Manish.
5. All team members will link the issue number and a respective commit during each check in.

Minutes submitted by: Sindoora Rao