INFO-6068 Status Meeting Minutes

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| Project: | Capstone Project | | |
| **Project Manager:** | Rutvik Patel | **Business Responsible:** | Team Pixel |
| Date: | 22-May-2024 | **Phase:** | Initiation |
| Time: | 2:15 pm | Location: | College Library |
| Prepared by: | Sakshi Modi | Schedule: | **From:** 10:00am  **To:** 11:00am |

| Attendees (Present, Absent) | |
| --- | --- |
| Invited | Attended | |
| Rutvik Patel | Yes | |
| Parth Patel | Yes | |
| Vijul Vyas | Yes | |
| Sakshi Modi | Yes | |

| Objective(s): |
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| 1. Allocating task among team members. 2. Setting of the test environment. 3. Facilitate an open Exchange of Ideas. 4. Discussion for the test strategy. 5. Overview of the work completed and issues occurred. |

| Agenda/Meeting Highlights | |
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| Topic # | Agenda/Meeting Highlights: |
|  | * Each Project task distributed. |
|  | * Installing and setting up the environment. |
|  | * Note every update. |
|  | * Discussion for the test strategy. |
|  | * Making the IAD Log. |
|  | * Have a discussion on professor’s feedback. |
|  | * Preparing test strategy draft document. |

| Action/Issues List | | | | | |
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| # | Date | Actions | Owner | Target Date | Action Status |
|  | 20-05-2024 | Application Setup | Team Members | 22-05-2024 | Done |
|  | 22-05-2024 | Plan the meeting | Rutvik Patel | 22-05-2024 | Done |
|  | 22-05-2024 | Preparing the meeting agenda | Sakshi Modi | 22-05-2024 | Done |
|  | 22-05-2024 | Preparing the meeting minutes | Sakshi Modi | 22-05-2024 | Done |
|  | 22-05-2024 | Preparing the test strategy | Team Members | 26-05-2024 | Done |
|  | 22-05-2024 | Identified the issue and discovered the solution | Parth Patel | 26-05-2024 | Done |
|  | 22-05-2024 | Making IAD Log | Vijul Vyas | 26-05-2024 | Done |
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| Next Meeting | | |
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| Date | Room | Duration |
| 23-05-2024 | Google Meet | 1 hour 30 minutes |