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| INFO 6068 Meeting Agenda **WEEK # 3** | | | | | 22nd May, 2024  2:15 pm  Class: D3017 | | |
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| **Project Manager:** Rutvik Patel | |  |  | | |  | |
| **Scribe:**  Sakshi Modi | |  |  | | |  | |
| **Attendees:**  Shrijy Atodaria  Vijul Vyas  Sakshi Modi  Parth Patel  Rutvik Patel | | | | | | | |
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| Agenda Items | | | | | | | |
| Topic | | | | Presenter | | |
| Se | | | |  | | |
| Review the test strategy draft | | | | Team | | |
| Distribution of work among team members | | | | Rutvik Patel | | |
| Discussion for the test strategy | | | | Sakshi Modi | | |
| Set up of the test environment | | | | Team | | |
| Schedule a time for next meeting | | | | Rutvik Patel | | |
| Identifying the issue and discovering the solution | | | | Parth Patel | | |
| Making the IAD Log | | | | Vijul Vyas | | |
| Concluding with the suggestions | | | | Team | | |
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| **Special notes:** | | Important to attend all the meetings | | | | | |
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