INFO-6068 Status Meeting Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Project: | Capstone Project | | |
| **Project Manager:** | Sakshi Modi | **Business Responsible:** | Team Pixel |
| Date: | 24/06/2024 | **Phase:** |  |
| Time: | 5:00 PM | Location: | Starbucks |
| Prepared by: | Parth Patel | Schedule: | **From:** 5 pm  **To:** 7 pm |

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

| Objective(s): |
| --- |
| 1. Distributed work among Team Members. 2. Facilitate an Open Exchange of Ideas. 3. Set Up the application. 4. Solving the Issues. 5. Preparing the use cases. |

| Agenda/Meeting Highlights | |
| --- | --- |
| Topic # | Agenda/Meeting Highlights: |
|  | * Discussion on use cases. |
|  | * Creating draft version of diagrams. |
|  | * Documents development (IAD Logs, Status meeting minutes, Weekly status report, Meeting agenda) |
|  | * Developing WBS. |
|  | * Scheduling time for next meeting. |
|  | * Setting up the application required. |

| Action/Issues List | | | | | |
| --- | --- | --- | --- | --- | --- |
| # | Date | Actions | Owner | Target Date | Action Status |
|  | 24-06-2024 | Initiating and setting up application. | Sakshi Modi | 30-06-2024 | Done. |
|  | 25-06-2024 | Creating WBS in MS-Project. | Team | 30-06-2024 | Open |
|  | 25-06-2024 | Preparing documents | Team | 30-06-2024 | Open. |
|  | 21-06-2024 | Finalizing time for next meeting. | Parth Patel | 30-06-2024 | Done. |

| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| 22-06-2024 | Google Meet | 3 Hours. |