INFO-6068 Status Meeting Minutes

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| Project: | Capstone Project | | |
| **Project Manager:** | Sakshi Modi | **Business Responsible:** | Team Pixel |
| Date: | 09/07/2024 | **Phase:** |  |
| Time: | 2:00 PM | Location: | College Library |
| Prepared by: | Parth Patel | Schedule: | **From:** 2 pm  **To:** 5 pm |

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

| Objective(s): |
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| 1. Distributed work among Team Members. 2. Facilitate an Open Exchange of Ideas. 3. Preparing the test cases. 4. Preparing the documents required. |

| Agenda/Meeting Highlights | |
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| Topic # | Agenda/Meeting Highlights: |
|  | * Discussion on test cases. |
|  | * Documents development (IAD Logs, Status meeting minutes, Weekly status report, Meeting agenda). |
|  | * Scheduling time for next meeting. |
|  | * Developing WBS. |
|  | * Allocating the task among members. |

| Action/Issues List | | | | | |
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| # | Date | Actions | Owner | Target Date | Action Status |
|  | 09-07-2024 | Discussing the test cases. | Sakshi Modi | 14-07-2024 | Done. |
|  | 10-07-2024 | Creating WBS in MS-Project. | Team | 14-07-2024 | Open |
|  | 10-07-2024 | Preparing documents | Team | 14-07-2024 | Open. |
|  | 11-07-2024 | Finalizing time for next meeting. | Parth Patel | 14-07-2024 | Done. |

| Next Meeting | | |
| --- | --- | --- |
| Date | Room | Duration |
| 12-07-2024 | Zoom Meeting | 2 Hours. |