INFO-6068 Status Meeting Minutes

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| Project: | Capstone Project | | |
| **Project Manager:** | Vijul Vyas | **Business Responsible:** | Team Pixel |
| Date: | 01/08/2024 | **Phase:** |  |
| Time: | 10 AM | Location: | FSU Centre. |
| Prepared by: | Rutvik Patel | Schedule: | **From:** 10 am  **To:** 1 pm |

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

| Objective(s): |
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| 1. Distributed work among Team Members. 2. Facilitate an Open Exchange of Ideas. 3. Execution of Test Cases. 4. Preparing the execution report. 5. Preparing the documents required. 6. Preparing the defect report. |

| Agenda/Meeting Highlights | |
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| Topic # | Agenda/Meeting Highlights: |
|  | * Discussion on execution report. |
|  | * 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 |
|  | 31-07-2024 | Discussing the execution report. | Vijul Vyas | 05-08-2024 | Done. |
|  | 02-08-2024 | Creating WBS in MS-Project. | Team | 05-08-2024 | Open |
|  | 02-08-2024 | Preparing documents | Team | 05-08-2024 | Open. |
|  | 03-08-2024 | Finalizing time for next meeting. | Rutvik Patel | 05-08-2024 | Done. |

| Next Meeting | | |
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| Date | Room | Duration |
| 04-08-2024 | Google Meet | 1.5 Hours. |