Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: 4 Team Name: Group 4

Team Member Names: CHIEN-HUAN LIN, Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar

Meeting 1 Date: Click or tap to enter a date.2024/07/20 Meeting 2 Date: Click or tap to enter a date.

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| The final project URL has been confirmed for use  <https://myanimelist.net/> | Need to think about how many test projects the site can run that are consistent with the final project | CHIEN-HUAN LIN, Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar | 3 days  (2024/07/20 ~ 2024/07/23) |
| Assign work areas--meeting minutes | Mainly responsible for the relevant records of all meetings and related documents or paperwork | CHIEN-HUAN LIN | Every week once |
| Assign work areas--coding writing | Mainly responsible for writing test leaders and using github url | Shrey Patel | 2024/07/20  ~  2024/07/27 |
| Assign work areas--other test scripts | TBD | TBD | TBD |
| Assign work areas--final test participation | TBD | CHIEN-HUAN LIN, Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar | TBD |
|  |  |  |  |
|  |  |  |  |

## Agenda For Next Meeting

Use the structure provided to create your agenda for next week. The number of items and order of topics can be to suit your team's meeting.

1. Next meeting will be on 2024/07/27
2. Everyone should be clear about their assign work
3. The github url should be ready on next week
4. Test scripts should have prototype ideas