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.2024/07/27

Meeting 3 Date: Click or tap to enter a date.2024/08/03

## 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)** |
| Automation testing code | Automation testing code in <https://myanimelist.net/>  Also need to prepare the selenium script document  FYI  testing can’t be too less testing function must be more than 10 | CHIEN-HUAN LIN, Shrey Patel | 5 days  (2024/07/23 ~ 2024/07/27) |
| Meeting minutes notes | Mainly responsible for the relevant records of all meetings and related documents or paperwork | CHIEN-HUAN LIN | Every week once |
| Creating the main github | Also need to add others github branch into the main one | Shrey Patel | 2024/07/20  ~  2024/07/27 |
| Manual testing code | Manual testing code in <https://myanimelist.net/>  FYI  testing can’t be too less testing function must be more than 10 | CHIEN-HUAN LIN, Shrey Patel | 5 days  (2024/07/23 ~ 2024/07/27) |
| Agile/scrum discussion | Will do this by using excel in every week | CHIEN-HUAN LIN | Every week once |
| Power point slides | TBD (work had been assign already) | CHIEN-HUAN LIN | TBD |
| API testing | Need to be done by using postman | Shrey Patel, Aayush Ogia | 2024/07/25  ~  2024/08/01 |

## 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 2024/08/03
2. Everyone should be clear about their assign work
3. Automation and manual testing should be done already and shouldn’t be too less for the testing
4. The API testing should be done by using postman
5. The scrum discussion note should be done by every week
6. Need to work on selenium, swagger, Junit scripts document