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)** |
| Meeting minutes notes | Mainly responsible for the relevant records of all meetings and related documents or paperwork | CHIEN-HUAN LIN | 2024/08/02  ~  2024/08/06 |
| Final testing | Debuging and check the test case should be proper running | CHIEN-HUAN LIN, Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar | 2024/08/02  ~  2024/08/06 |
| Agile/scrum discussion | Will do this by using excel in every week | CHIEN-HUAN LIN | 2024/08/02  ~  2024/08/06 |
| Power point slides | Should do some screenshot | CHIEN-HUAN LIN | 2024/08/02  ~  2024/08/06 |
| Junit testing | Last part of the final project | Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar | 2024/07/24  ~  2024/08/06 |
| Documents check | All documents should be ready | CHIEN-HUAN LIN | 2024/08/03  ~  2024/08/06 |
| API testing | Need to be done by using postman and swagger | CHIEN-HUAN LIN, Shrey Patel, Aayush Ogia, Parth Sanjaysinh Mori, Rial Alpananand Parmar | 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. The project due is till 8/10 everything needs to be done by 8/06
2. The scrum discussion point should be more detail
3. Everyone should know what they are going to do on the presentation day
4. The API testing should be done by using postman and swagger Junit testing should be done soon
5. Need to double check if there is any document that is missing and work on PPT slides