

ABC Project
Meeting Minutes
February 20, 2024

Location: Chennai

Date: 20-02-2024

Time: 5:00PM – 5:20 PM

Attendees:

S. No	Name of the Attendee	Role
1.	Sourik Pan	Client
2.	Khushi Chandil	Team Lead
3.	Kiran Patil	Frontend Developer
4.	Venkata Sai Byna	Backend Developer
5.	Apoorva Shrivastava	Database Administrator
6.	Manvitha Aramadaka	Product Manager

Agenda:

Issues Raised by the Client

S. No	Agenda Items
1.	Logo position is at the right corner, supposed to be at the left corner Login and registration page should open on a new tab - Frontend Developer
2.	The field names are mismatched, different from SRS Documents - Database Administrator
3.	Password Generator should accept password, instead of PIN - Backend Developer

Action:

S. No	Team member	Role	Responsibility	Due date
1.	Kiran Patil	Front End Developer	Change in positioning of logo, and primary links should open in new tabs.	01-03-2024
2.	Venkata Sai Byna	Backend Developer	To modify PIN generation as Password generation.	01-03-2024
3.	Apoorva Shrivastava	Database Administrator	To rectify the mismatch of field names as per SRS report and to draft new test cases according to Client's requirement.	01-03-2024

Minutes Submitted By: Manvitha Aramadaka, Apoorva Shrivastava

Minutes Approved By: Murugan Balachandran