# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09-15-2023 | **Time:** | 09:00 PM to 09:30 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams / In person |

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| 1. Meeting Objective & Agenda |
| 1. Review Previous Submission 2. Distribute new tasks |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Poonam Adtani |  |  |  |
| Yash Kantharia |  |  |  |
| Maneesha Narahari |  |  |  |
| Alan Parmar |  |  |  |
| Saichand Reddy |  |  |  |
| Sarvesh Desai |  |  |  |
| Tharun Reddy |  |  |  |

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| 3. Documents and Owners | | | | | | | | |
| **Deliverables** | | | | **Progress %** | | **Primary Owner(s)** | | **Peer Reviewer(s)** |
| 1. Review previous week’s submission and make modifications if any | | | | 100 | | Yash Kantharia | | N/A |
| 1. Distribute deliverable tasks among the team members | | | | 100 | | Poonam Adtani | | N/A |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting – tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. R1: Road Map (in Excel includes 4 iterations) | 10 | Yash Kantharia | Poonam Adtani |
| 1. R1: User Story Map (second tab in Road Map Excel) | 10 | Poonam Adtani | Yash Kantharia |
| 1. Jira: Create Epics; Migrate User Stories from Excel to Jira | 10 | Yash Kantharia | Alan Parmar |
| 1. Jenkins: Install suggested plugins; integrate with GitHub, Maven | 20 | Poonam Adtani | Sarvesh Desai |
| 1. Test Jenkins integration with GitHub and Maven | 10 | Poonam Adtani | Sarvesh Desai |
| 1. Create two separate environments in AWS/EC2 - DEV and QA | 10 | Maneesha Narahari | Saichand Reddy |
| 1. BRM Diagram Review | 20 | Tharun Reddy | Maneesha Narahari |
| 1. Context Diagram Review | 20 | Tharun Reddy | Saichand Reddy |
| 1. Architecture Diagrams Review | 20 | Alan Parmar | Saichand Reddy |