# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-16-2023 | **Time:** | 09:00 9M to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| 1. Check progress for exisiting tasks 2. Discussions on queries if needed |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. Documents and Owners | | | | | | | | |
| **Deliverables** | | | | **Progress %** | | **Primary Owner(s)** | | **Peer Reviewer(s)** |
| 1. R2: I3: Git repository info in PP Slides | | | | 100 | | Yash Kantharia | | Poonam Adtani |
| 1. R2: Road Map (includes I3, I4 iterations) | | | | 100 | | Yash Kantharia | | Saichand Reddy |
| 1. Jira: Complete Sprint 3 | | | | 100 | | Yash Kantharia | | Alan Parmar |
| 1. R2: I3: Complete Jenkins Progress Report (I3 progress) for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Poonam Adtani | | Saichand Reddy |
| 1. R2: I3: Use-Case Diagrams for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Sarvesh Desai | | Maneesha Narahari |
| 1. R2: I3: Use-Case Specifications for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Alan Parmar | | Poonam Adtani |
| 1. R2: I3: Functional Tests for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Tharun Reddy | | Saichand Reddy |
| 1. R2: I3: Test Execution Log for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Alan Parmar | | Sarvesh Desai |
| 1. R2: List of Tasks for I3 - updated progress for user stories 03.03 Add Special Instructions and 05.02 Update Order Status | | | | 100 | | Maneesha Narahari | | Tharun Reddy |
| 1. R2: I3: Retrospective Report | | | | 100 | | Saichand Reddy | | Sarvesh Desai |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  | | | |  | |  | |  |
|  |  |  | |  | |
|  |  |

|  |  |
| --- | --- |
| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting – tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Next Meeting Plan - 11/17/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Make modifications post review if any | 100 | Yash Kantharia | N/A |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |