# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-19-2023 | **Time:** | 09:00 9M to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| 1. Progress Check 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. Update Usecase Specifications as per comments | | | | 50 | | Saichand Reddy | | Maneesha Narahari |
| 1. Update Test Documents as per comments | | | | 50 | | Sarvesh Desai | | Alan Parmar |
| 1. R2: I4: Use-Case Diagrams for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Sarvesh Desai | | Poonam Adtani |
| 1. Jira: Update Kanban Board for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Yash Kantharia | | Saichand Reddy |
| 1. R2: I4: Jenkins Progress Report (I4 plan) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Poonam Adtani | | Alan Parmar |
| 1. R2: Updated RCT (planning I4 iterations) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Yash Kantharia | | Saichand Reddy |
| 1. R2: Actors (Entitlements specification, Tab in RCT) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Tharun Reddy | | Maneesha Narahari |
| 1. R2: I4: Use-Case Specifications for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Alan Parmar | | Poonam Adtani |
| 1. R2: I4: Supplementary Requirements for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Maneesha Narahari | | Saichand Reddy |
| 1. R2: I4: UML Diagrams (Class, Sequence) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Yash Kantharia | | Sarvesh Desai |
| 1. R2: I4: ER Diagrams (conceptual, logical) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | Poonam Adtnai | | Tharun Reddy |
| 1. R2: List of Tasks for I4 (using RCT) - updated progress for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | | | | 30 | | 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 - 11/22/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Update Usecase Specifications as per comments | 100 | Saichand Reddy | Maneesha Narahari |
| 1. Update Test Documents as per comments | 100 | Sarvesh Desai | Alan Parmar |
| 1. R2: I4: Use-Case Diagrams for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | 50 | Sarvesh Desai | Poonam Adtani |
| 1. Jira: Update Kanban Board for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | 50 | Yash Kantharia | Saichand Reddy |
| 1. R2: I4: Jenkins Progress Report (I4 plan) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | 50 | Poonam Adtani | Alan Parmar |
| 1. R2: Updated RCT (planning I4 iterations) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | 50 | Yash Kantharia | Saichand Reddy |
| 1. R2: Actors (Entitlements specification, Tab in RCT) for use case 04.01 Make Payment, 04.02 Add Card and 04.03 Download Invoice | 50 | Tharun Reddy | Maneesha Narahari |
| 1. R2: I4: Use-Case Specifications | 50 | Alan Parmar | Poonam Adtani |
| 1. R2: I4: Supplementary Requirements | 50 | Maneesha Narahari | Saichand Reddy |
| 1. R2: I4: UML Diagrams (Class, Sequence) | 50 | Yash Kantharia | Sarvesh Desai |
| 1. R2: I4: ER Diagrams (conceptual, logical) | 50 | Poonam Adtnai | Tharun Reddy |
| 1. R2: List of Tasks for I4 (using RCT) - updated progress | 50 | Saichand Reddy | Sarvesh Desai |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |