# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09-08-2023 | **Time:** | 08:30PM to 09:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams/In-person |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| 1. Assign JIRA admin 2. Assign Jenkins Admin 3. Assign Qtest Admin 4. Project Progress Review |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. Documents and Owners | | | | | | |
| **Deliverables** | | | | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. JIRA Setup | | | | 0 | Yash Kantharia | Alan Parmar |
| 1. Jenkins Setup | | | | 0 | Poonam Adtani | 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 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. JIRA Setup | 20 | Yash Kantharia | Alan Parmar |
| 1. Jenkins Setup | 20 | Poonam Adtani | Sarvesh Desai |