# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09-22-2023 | **Time:** | 8:30:00 PM to 09:30 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Distribute new tasks and progress 2. Discussions on queires if needed |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Poonam Adtani | Saichand Reddy |  |  |
| Yash Kantharia |  |  |  |
| Maneesha Narahari |  |  |  |
| Alan Parmar |  |  |  |
| 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 | | Alan Parmar | | 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: Updated Road Map with Story Points (2 iterations) | 20 | Alan Parmar | Sarvesh Desai |
| 1. R1: Updated RCT with Iteration planning (2 iterations) | 20 | Maneesha Narahari | Tharun Reddy |
| 1. Jira: Create and schedule Sprints; Create RoadMap; setup Kanban Board | 30 | Yash Kantharia | Alan Parmar |
| 1. Jenkins: Install Delivery Pipeline Plugin; Create a Pipeline | 10 | Poonam Adtani | Sarvesh Desai |
| 1. Jenkins: Complete CI/CD Pipeline and practice deployment to Dev/QA Env. | 10 | Poonam Adtani | Sarvesh Desai |
| 1. R1: Clarify requirements, develop test ideas for the crosscuts | 20 | Tharun Reddy | Maneesha Narahari |
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