# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09-29-2023 | **Time:** | 08:30 PM to 09:15 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | In-person |

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

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

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| 3. Documents and Owners | | | | | | | | |
| **Deliverables** | | | | **Progress %** | | **Primary Owner(s)** | | **Peer Reviewer(s)** |
| 1. Review modifications and suggestions for previous submission | | | | 100 | | Yash Kantharia | | N/A |
| 1. Distribute tasks for this week | | | | 100 | | Yash Kantharia | | N/A |
| 1. R1: I1: User Stories with columns "Constraints", "Exceptions" | | | | 0 | | Yash Kantharia | | Alan Parmar |
| 1. R1: I1: Tasks for User Stories - updated progress | | | | 0 | | Poonam Adtani | | Sarvesh Desai |
| 1. R1: I1: Elaborate descriptions (in RCT) for selected crosscuts | | | | 0 | | Poonam Adtani | | Sarvesh Desai |
| 1. Jira: Updated Kanban Board | | | | 0 | | Tharun Reddy | | Maneesha Narahari |
| 1. Jenkins: Jenkins Progress Report (I1 plan) | | | | 0 | | Poonam Adtani | | Yash Kantharia |
| 1. R1: I1: Update Burndown chart | | | | 0 | | Yash Kantharia | | Sarvesh Desai |
| 1. R1: I1: ER Diagrams (conceptual, logical) | | | | 0 | | Sarvesh Desai | | Alan Parmar |
| 1. R1: I1: Source Code for User Stories (in GitHub repository) | | | | 0 | | Alan Parmar | | Poonam Adtani |
| 1. R1: I1: Start using Jenkins for building software and promoting to Dev/QA Env. | | | | 0 | | Poonam Adtani | | Sarvesh Desai |
| 1. R1: I1: Produce a build and migrate it to QA Environment | | | | 0 | | Poonam Adtani | | Yash Kantharia |
| 1. R1: I1: Develop Acceptance Tests (Excel template) | | | | 0 | | Maneesha Narahari | | Saichand Reddy |
| 1. R1: I1: Execute testing; Produce Test Execution Log (Tab in Excel) | | | | 0 | | Tharun Reddy | | Maneesha Narahari |
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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 - 10/01/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. R1: I1: User Stories with columns "Constraints", "Exceptions" | 50 | Yash Kantharia | Alan Parmar |
| 1. R1: I1: Tasks for User Stories - updated progress | 50 | Poonam Adtani | Sarvesh Desai |
| 1. R1: I1: Elaborate descriptions (in RCT) for selected crosscuts | 70 | Poonam Adtani | Sarvesh Desai |
| 1. Jira: Updated Kanban Board | 50 | Tharun Reddy | Maneesha Narahari |
| 1. Jenkins: Jenkins Progress Report (I1 plan) | 40 | Poonam Adtani | Yash Kantharia |
| 1. R1: I1: Update Burndown chart | 50 | Yash Kantharia | Sarvesh Desai |
| 1. R1: I1: ER Diagrams (conceptual, logical) | 70 | Sarvesh Desai | Alan Parmar |
| 1. R1: I1: Source Code for User Stories (in GitHub repository) | 40 | Alan Parmar | Poonam Adtani |
| 1. R1: I1: Start using Jenkins for building software and promoting to Dev/QA Env. | 40 | Poonam Adtani | Sarvesh Desai |
| 1. R1: I1: Produce a build and migrate it to QA Environment | 40 | Poonam Adtani | Yash Kantharia |
| 1. R1: I1: Develop Acceptance Tests (Excel template) | 40 | Maneesha Narahari | Saichand Reddy |
| 1. R1: I1: Execute testing; Produce Test Execution Log (Tab in Excel) | 30 | Tharun Reddy | Maneesha Narahari |