# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-05-2023 | **Time:** | 08:30 PM to 09:15 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. 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. R1: I1: User Stories with columns "Constraints", "Exceptions" for User Story: 02.01 Customize Pizza | | | | 100 | | Yash Kantharia | | Alan Parmar |
| 1. R1: I1: Tasks for User Stories - updated progress for User Story: 02.01 Customize Pizza | | | | 80 | | Poonam Adtani | | Sarvesh Desai |
| 1. R1: I1: Elaborate descriptions (in RCT) for selected crosscuts for User Story: 02.01 Customize Pizza | | | | 90 | | Poonam Adtani | | Sarvesh Desai |
| 1. Jira: Updated Kanban Board | | | | 90 | | Tharun Reddy | | Maneesha Narahari |
| 1. Jenkins: Jenkins Progress Report (I1 plan) | | | | 100 | | Poonam Adtani | | Yash Kantharia |
| 1. R1: I1: Update Burndown chart | | | | 90 | | Yash Kantharia | | Sarvesh Desai |
| 1. R1: I1: ER Diagrams (conceptual, logical) for User Story: 02.01 Customize Pizza | | | | 100 | | Sarvesh Desai | | Alan Parmar |
| 1. R1: I1: Source Code for User Stories (in GitHub repository) for User Story: 02.01 Customize Pizza | | | | 100 | | Alan Parmar | | Poonam Adtani |
| 1. R1: I1: Start using Jenkins for building software and promoting to Dev/QA Env. | | | | 100 | | Poonam Adtani | | Sarvesh Desai |
| 1. R1: I1: Produce a build and migrate it to QA Environment | | | | 100 | | Poonam Adtani | | Yash Kantharia |
| 1. R1: I1: Develop Acceptance Tests for User Story 02.01 Customize Pizza | | | | 100 | | Maneesha Narahari | | Saichand Reddy |
| 1. R1: I1: Execute testing; Produce Test Execution Log (Tab in Excel) | | | | 100 | | 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 - 10/06/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Make modifications to submitted documents as per the suggestions post review | 100 | Yash Kantharia | NA |
| 1. Plan to complete unfished tasks | 100 | Yash Kantharia | NA |
| 1. Distribute new tasks for current week’s deliverables | 100 | Yash Kantharia | NA |