# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-06-2023 | **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 2. Check progress and expediate the completion of previous week’s unfinished tasks 3. 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. 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 |
| 1. R1: I1: Tasks for User Stories - updated progress | | | | 0 | | Yash Kantharia | | Maneesha Narahari |
| 1. R1: I1: Burndown chart - updated progress | | | | 0 | | Yash Kantharia | | Yash Kantharia |
| 1. Jira: Complete Sprint1; updated Kanban Board; report defects | | | | 0 | | Yash Kantharia | | Sarvesh Desai |
| 1. Jenkins Progress Report (I1 progress) | | | | 0 | | Poonam Adtani | | Alan Parmar |
| 1. R1: I1: Source Code for User Stories (real source code sample for archiving) + Git info in PP Slides | | | | 0 | | Poonam Adtani / Alan Parmar | | Poonam Adtani |
| 1. R1: I1: Produce a build and migrate it to QA Environment | | | | 0 | | Poonam Adtani / Alan Parmar | | Sarvesh Desai |
| 1. R1: I1: Develop Acceptance Tests | | | | 0 | | Sarvesh Desai | | Yash Kantharia |
| 1. R1: I1: Test Execution Log | | | | 0 | | Tharun / Sarvesh / Maneesha | | Saichand Reddy |
| 1. R1: I1: Retrospective Report; discuss re-planning I2 | | | | 0 | | Saichand | | Maneesha Narahari |
| 1. R1: I1: Workshop 1 preparation | | | | 0 | | All | | NA |
| 1. Unfinished Tasks Completion | | | | 0 | | Yash Kantharia | | Poonam Adtani |
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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 - 10/09/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. R1: I1: Tasks for User Stories - updated progress | 40 | Yash Kantharia | Maneesha Narahari |
| 1. R1: I1: Burndown chart - updated progress | 40 | Yash Kantharia | Yash Kantharia |
| 1. Jira: Complete Sprint1; updated Kanban Board; report defects | 40 | Yash Kantharia | Sarvesh Desai |
| 1. Jenkins Progress Report (I1 progress) | 40 | Poonam Adtani | Alan Parmar |
| 1. R1: I1: Source Code for User Stories (real source code sample for archiving) + Git info in PP Slides | 40 | Poonam Adtani / Alan Parmar | Poonam Adtani |
| 1. R1: I1: Produce a build and migrate it to QA Environment | 40 | Poonam Adtani / Alan Parmar | Sarvesh Desai |
| 1. R1: I1: Develop Acceptance Tests | 40 | Sarvesh Desai | Yash Kantharia |
| 1. R1: I1: Test Execution Log | 40 | Tharun / Sarvesh / Maneesha | Saichand Reddy |
| 1. R1: I1: Retrospective Report; discuss re-planning I2 | 40 | Saichand Reddy | Maneesha Narahari |
| 1. R1: I1: Workshop 1 preparation | 30 | All | NA |
| 1. Unfinished Tasks Completion | 100 | Yash Kantharia | Poonam Adtani |
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