# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-18-2023 | **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. Progress check 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 and modify Test Documents as per suggestions post review | | | | 80 | | Alan Parmar / Sarvesh Desai | | Saichand Reddy / Maneesha Narahari |
| 1. Create Slack alerts for JIRA tickets | | | | 100 | | Yash Kantharia | | Tharun Reddy |
| 1. Create Slack alerts for Jenkins | | | | 50 | | Poonam Adtani | | Tharun Reddy |
| 1. Update Burndown Chart | | | | 50 | | Tharun Reddy | | Saichand Reddy |
| 1. Update JIRA progress | | | | 50 | | Yash Kantharia | | 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 - 10/19/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Review and modify Test Documents as per suggestions post review | 100 | Alan Parmar / Sarvesh Desai | Saichand Reddy / Maneesha Narahari |
| 1. Create Slack alerts for Jenkins | 60 | Poonam Adtani | Tharun Reddy |
| 1. Update Burndown Chart | 100 | Tharun Reddy | Saichand Reddy |
| 1. Update JIRA progress | 100 | Yash Kantharia | N/A |
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