# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-31-2023 | **Time:** | 09:00 PM to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Distribute tasks for this week 2. Make progress on existing tasks 3. Discussions on queries if needed 4. Mock R1 workshop preparation |

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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: I2: Retrospective Report | | | | 40 | | Yash Kantharia | | Poonam Adtani |
| 1. Qtest progress check | | | | 60 | | Alan Parmar | | Sarvesh Desai |
| 1. Update Burndown Chart | | | | 50 | | Tharun Reddy | | Saichand Reddy |
| 1. Update JIRA progress – complete sprint 2 | | | | 60 | | Yash Kantharia | | N/A |
| 1. R1: I2: User Stories with columns "Constraints", "Exceptions", "Extensions" for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 60 | | Maneesha Narahari | | Saichand Reddy |
| 1. R1: I2: Tasks for User Stories - updated progress for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 60 | | Saichand Reddy | | Maneesha Narahari |
| 1. R1: I2: Burndown chart | | | | 70 | | Yash Kantharia | | Poonam Adtani |
| 1. Jira: Updated Kanban Board | | | | 70 | | Yash Kantharia | | Poonam Adtani |
| 1. Jenkins: Jenkins Progress Report (I2 plan) | | | | 50 | | Poonam Adtani | | Yash Kantharia |
| 1. R1: I2: ER Diagrams (conceptual, logical) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 60 | | Tharun Reddy | | Saichand Reddy |
| 1. R1: I2: Source Code for User Stories for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 40 | | Poonam Adtani / Yash Kantharia | | Tharun Reddy |
| 1. R1: I2: Produce a build and migrate to QA Environment for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 60 | | Poonam Adtani | | Sarvesh Desai |
| 1. R1: I2: Acceptance Tests (Excel template) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 50 | | Alan Parmar / Sarvesh Desai | | Saichand Reddy |
| 1. R1: I2: Test Execution Log (Tab in Excel or export from qTest) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | | | | 70 | | Alan Parmar / Sarvesh Desai | | Maneesha Narahari |
| 1. Resolve bugs for Customise Pizza and Modify Ads. | | | | 50 | | Poonam Adtani | | Yash Kantharia |
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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 - 11/01/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. R1: I2: Retrospective Report | 100 | Yash Kantharia | Poonam Adtani |
| 1. Qtest progress check | 100 | Alan Parmar | Sarvesh Desai |
| 1. Update Burndown Chart | 100 | Tharun Reddy | Saichand Reddy |
| 1. Update JIRA progress – complete sprint 2 | 100 | Yash Kantharia | N/A |
| 1. R1: I2: User Stories with columns "Constraints", "Exceptions", "Extensions" for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Maneesha Narahari | Saichand Reddy |
| 1. R1: I2: Tasks for User Stories - updated progress for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Saichand Reddy | Maneesha Narahari |
| 1. R1: I2: Burndown chart | 100 | Yash Kantharia | Poonam Adtani |
| 1. Jira: Updated Kanban Board | 100 | Yash Kantharia | Poonam Adtani |
| 1. Jenkins: Jenkins Progress Report (I2 plan) | 100 | Poonam Adtani | Yash Kantharia |
| 1. R1: I2: ER Diagrams (conceptual, logical) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Tharun Reddy | Saichand Reddy |
| 1. R1: I2: Source Code for User Stories for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Poonam Adtani / Yash Kantharia | Tharun Reddy |
| 1. R1: I2: Produce a build and migrate to QA Environment for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Poonam Adtani | Sarvesh Desai |
| 1. R1: I2: Acceptance Tests (Excel template) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Alan Parmar / Sarvesh Desai | Saichand Reddy |
| 1. R1: I2: Test Execution Log (Tab in Excel or export from qTest) for user stories: 02.02 Add To Cart, 02.03 View Cart, 06.02 Modify Ads, 06.03 Delete Ads, 07.02 Open Support Ticket, 07.03 Close Support Ticket | 100 | Alan Parmar / Sarvesh Desai | Maneesha Narahari |
| 1. Resolve bugs for Customise Pizza and Modify Ads. | 100 | Poonam Adtani | Yash Kantharia |
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