# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 11-04-2023 | **Time:** | 09:00 AM to 10:00 AM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Distribute tasks for this week 2. Discussions on queries 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. R2: Road Map (includes I3, I4 iterations) | | | | 0 | | Yash Kantharia | | Poonam Adtani |
| 1. Jira: Update Kanban Board | | | | 0 | | Yash Kantharia | | Saichand Reddy |
| 1. Jenkins Progress Report (I3 plan) | | | | 0 | | Poonam Adtani | | Alan Parmar |
| 1. R2: Updated RCT (planning I3, I4 iterations) for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Tharun Reddy | | Poonam Adtani |
| 1. R2: Actors (Entitlements specification, Tab in RCT) for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Poonam Adtani | | Maneesha Narahari |
| 1. R2: List of Tasks for I3 (using RCT) - updated progress for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Saichand Reddy | | Alan Parmar |
| 1. R2: I3: Use-Case Diagrams for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Sarvesh Desai | | Saichand Reddy |
| 1. R2: I3: Use-Case Specifications for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Alan Parmar | | Sarvesh Desai |
| 1. R2: I3: Supplementary Requirements for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Maneesha Narahari | | Tharun Reddy |
| 1. R2: I3: UML Diagrams (Class, Sequence) for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Yash Kantharia | | Sarvesh Desai |
| 1. R2: I3: ER Diagrams (conceptual, logical) for user stories 03.01 Submit Order, 03.02 Process Order | | | | 0 | | Yash Kantharia | | Saichand Reddy |
| 1. Distributing user stories amongst the team for elboarting and refining usecases | | | | 100 | | 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 - 11/05/23 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. R2: Road Map (includes I3, I4 iterations) | 10 | Yash Kantharia | Poonam Adtani |
| 1. Jira: Update Kanban Board | 10 | Yash Kantharia | Saichand Reddy |
| 1. Jenkins Progress Report (I3 plan) | 10 | Poonam Adtani | Alan Parmar |
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| 1. R2: I3: Use-Case Specifications for user stories 03.01 Submit Order, 03.02 Process Order | 10 | Alan Parmar | Sarvesh Desai |
| 1. R2: I3: Supplementary Requirements for user stories 03.01 Submit Order, 03.02 Process Order | 10 | Maneesha Narahari | Tharun Reddy |
| 1. R2: I3: UML Diagrams (Class, Sequence) for user stories 03.01 Submit Order, 03.02 Process Order | 10 | Yash Kantharia | Sarvesh Desai |
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