

MINUTES MEETING 17 SEP 2018

MEETING ORGANIZER:

- Noor Sir
- Safia Mam

ATTENDEES

- Siddaram Hebbal
- Abdul Khader
- Santhosh Kumar
- Rahul Ture
- Sham Ture
- Baswaraj

MEETING DURATION

- 5:00 PM – 6:00 PM (IST)

PREPARED BY:

Abdul Khader

AGENDA

- Work Planning.
- Tasks Distribution.
- Process.
- Meetings
- Resources allocated.

LOCATION

- **Conference Room**

ITEMS DISCUSSED

1. Work in Hand and Taken up.
2. Decided to depreciate Daily status Email and use Project Management Tool for recording all the tasks taken up and Completed.
3. Follow Agile Kanban Methodology using **Trello**.
4. Some part of the QA and Product management work will be assigned to New Joinees.
5. Resources allocated for Riyadh University Project
 - Dev Team: Siddaram, Sham, Baswaraj, Shrikanth
 - QA Team: Khader, Santhosh, Zakiya
 - Product Management Team: Khader, Santhosh, Zakiya, Riyadh and Austin member each.
 - Srcum Master: Rahul Ture.

Action Items:

Prepare a Roadmap which includes Project Management Tools and Testing Tools, Process, Time Required.