2018-07-31 VNFRQTS Weekly Project meeting

Agenda:

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1. **Assemble/Welcome** (5 min)

#	Objective	How Achieved	Participant Preparation required	Action items out
3	**Review JIRA Backlog**. Participants should be comfortable that they understand the backlog of tasks for our project (5 min) *Close Sprint 4*	Walk through the JIRA backlog to check for completeness	review: docs.onap.org (latest) vnf guidelines open gerritt vnf requirments open gerritt vnf test open gerrit vnf use cases open gerritt vnfrqts bugs	
4	**Develop Next Sprint** Participants should be comfortable with an achievable development sprint scope (30 min) *Start Sprint 5*	Walk through the JIRA backlog	Identify Beijing testable requirements to add to Test Description document.	
5	**Relationships with other projects** (10 min)	review project handoffs	review handoffs with DOCS VVP VNF SDK Modelling others?	create any necessary User Stories
6	Planning next release	walk through Casablanca EPICs , User Stories	vnfrqts Project charter vnfrqts Epics vnfrqts User Stories	update Project Release Plan & Release EPICs

7. Any other Business? (5 min)

Meeting Record