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| INFO 6068 Meeting Agenda **WEEK 5** | | | | | [10/02/2019]  [5:00 PM]  [130 Dundas Street LDB506] | | |
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| **Project Manager:** | | Jay Patel |  | | |  | |
| **Scribe:** | | Jay Mangnani |  | | |  | |
| **Attendees:** Jenab Vohra, Harshita Saggu, Sohana Kadiwala, Riddhi Khatri | | | | | | | |
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| Agenda Items | | | | | | | |
| Topic | | | | Presenter | | |
| Change of Roles and Responsibilities 3 mins | | | | All Team Members | | |
| Discuss about Use Case 7 mins | | | | All Team Members | | |
| Discuss about Traceability Matrix 10 mins | | | | All Team Members | | |
| Presenting Project Plan to Sponsor 10 mins | | | | All Team Members | | |
| Presenting Traceability Matrix to sponsor 5 mins | | | | All Team Members | | |
| Feedback on Project plan 5 mins | | | | All Team Members | | |
| Future Planning 5 mins | | | | Jay Mangnani | | |
| Conclusion 5 mins | | | |  | | |
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| **Special notes:** | |  | | | | | |
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