# **MEETING AGENDA**

| **Team/Application Name:** | Team1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 01/24/2023 | **Time:** | 8:30 PM |
| **Meeting Facilitator:** |  | **Location:** |  |

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| 1. Meeting Objective & Agenda |
| Divided the team in 2 subteams.  Team 1: Rushda, Tahera, Amala, Bhakti Team 2: Sai Teja, Sai Manish, Nidhi, Jahid.  Concluded Project Ideas: 1. MaidEase: Household services platform 2. Gameverse: Sports score tracking application |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Rushda |  |  |  |
| Sai Teja |  |  |  |
| Sai Manish |  |  |  |
| Nidhi |  |  |  |
| Tahera |  |  |  |
| Jahid |  |  |  |
| Amala |  |  |  |
| Bhakti |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case: MaidEase |  | Rushda | Tahera |
| Bussiness Case: GameVerse |  | Sai Teja | Tahera |
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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** |
| Disucssing Project Technology | All team members |
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| 6. Next Meeting Plan - <01/28/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case: MaidEase |  | Rushda | Tahera |
| Business Case: Gameverse |  | Sai Teja | Tahera |
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