# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/01/2023 | **Time:** | 10:00 AM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| Presented the MaidEase business case to the entire team. The deliverables for the upcoming week were discussed. The task was split in PID accordingly. All members have to submit the quiz question on Slack by Thursday EOD. |

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

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case: MaidEase | 100 | Rushda | Tahera |
| PID |  | Sai Teja | Tahera |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Business Case: MaidEase | Rushda |
| PID | Sai Teja |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <02/05/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Complete the assigned PID sections |  | All | Tahera |
| Quiz Questions |  | All | Tahera |
| Updated Business Case: MaidEase |  | Rushda | Tahera |