# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/05/2023 | **Time:** | 7:00 PM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| Tracked the progress of assigned task from team. Disuss the queries with the team. Worked on combining and formatting of the PID document. |

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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)** |
| PID -> sections till Business Cases | 100 | Rushda | Tahera |
| PID -> Delieverables | 100 | Sai Teja | Tahera |
| PID -> Communicaton Plan | 100 | Sai Manish | Tahera |
| PID -> Project Team | 100 | Tahera | Tahera |
| PID -> Contraints | 100 | Nidhi | Tahera |
| PID -> Project Controls | 100 | Bhakti | Tahera |
| PID -> Assumptions | 100 | Amala | Tahera |
| PID -> Project Plan | 50 | Jahid | Tahera |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| PID -> Initial Draft | Rushda |
| PID -> Delieverables | Sai Teja |
| PID -> Communicaton Plan | Sai Manish |
| PID -> Project Team | Tahera |
| PID -> Contraints | Nidhi |
| PID -> Project Controls | Bhakti |
| PID -> Assumptions | Amala |
| PID -> Project Plan | Jahid |

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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <02/07/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Project Plan | 50 | Sai Teja / Rushda | Tahera |
| Quiz Questions -> Chapter 3 | 0 | All | Tahera |
| Complete PID | 50 | Sai Teja / Rushda | Tahera |
| Disussing and Installing software | 0 | All | Tahera |
| Discussing on starting the project development | 0 | All | Tahera |