# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/07/2023 | **Time:** | 8:30 PM |
| **Meeting Facilitator:** |  | **Location:** | W503 |

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| 1. Meeting Objective & Agenda |
| Discussed about this week’s project deliverables. For Quiz: 3 all will be posting question by tomorrow on slack.  Rushda, Sai Teja and Tahera will be working on Project Plan, RACI table and complete the PID document by Thrusday. On Friday (02/10/2023) all are meeting at college to work on software installtions and protopying of HomePage for application. |

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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)** |
| Project Plan | 50 | Sai Teja / Rushda | Tahera |
| RACI table | 10 | Tahera | Tahera |
| Quiz Questions -> Chapter 3 | 10 | All | Tahera |
| Complete PID | 75 | Sai Teja / Rushda/ Tahera | Tahera |
| Disussing and Installing software | 50 | All | Tahera |
| Discussing on starting the project development (Home Page) | 5 | All | Tahera |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| PID | Sai Teja/ Rushda |
| Sharing protoypes with team | Rushda/ Bhakti |
| Quiz Questions: 3 | All |
| Project Plan | Sai Teja/ Rushda |
| List of Softwares required for project | Sai Manish/ Jahid/ Nidhi |
| RACI Tables | Tahera/ Amala |
| Installing softwares in every team member’s machine | Amala/ Bhakti |
| Setting GitHub repository | Tahera/ Rushda/ Nidhi |
| Start working for Protoyping for Home Page | Sai Manish/ Nidhi/ Amala/ Bhakti/Jahid |

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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| Software Installtions in every team member;s machine | All |
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| 6. Next Meeting Plan - <02/10/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Project Plan | 50 | Sai Teja / Rushda | Tahera |
| RACI Table | 0 | Tahera/ Amala | Tahera |
| Complete PID | 50 | Sai Teja / Rushda/ Tahera | Tahera |
| Progress of software installations in everyone’s machine | 5 | All | Tahera |
| Protoyping for Home Page | 0 | All | Tahera |