# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/10/2023 | **Time:** | 12:00 PM |
| **Meeting Facilitator:** |  | **Location:** | Seidenberg Lounge |

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| 1. Meeting Objective & Agenda |
| Tracking progress on this week’s deliverables.  Sai Teja will create the Git repo, and add other team members.  Rushda and Tahera will complete the PID.  Design of HomePage is completed.  Week 4 task assignment. |

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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 | 100 | Sai Teja / Rushda | Tahera |
| RAIC table | 100 | Tahera | Sai Teja |
| Quiz Questions -> Chapter 3 | 100 | All | Sai Teja |
| Complete PID | 75 | Rushda | Amala/ Bhakti |
| Disussing and Installing software | 30 | All | Rushda |
| Discussing on starting the project development | 10 | All | Jahid/ Nidhi |
| Protoyping HomePage | 100 | Sai Manish/ Nidhi/ Amala/ Bhakti/Jahid | Sai Teja/ Tahera |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Project Plan | Sai Teja / Rushda |
| RAIC table | Tahera |
| Quiz Questions -> Chapter 3 | All |
| Complete PID | Rushda |
| Disussing and Installing software | All |
| Discussing on starting the project development | All |
| Protoyping HomePage | Sai Manish/ Nidhi/ Amala/ Bhakti/Jahid |
| Project Plan | Sai Teja / Rushda |
| Week 4 Deliverables | Sai Teja |

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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)** |
| Complete PID | 75 | Rushda | Amala/ Bhakti |
| Quiz Questions -> Chapter 4 | 0 | All | Nidhi |
| Join Git Repo | 20 | All | Jahid |
| Project Development | 0 | All | Rushda |
| BRM Diagram | 0 | Amala | Tahera |
| User Roles | 0 | Sai Manish | Sai Teja |
| Context Daigram | 0 | Nidhi | Bhakti |
| System Interface Design | 0 | Bhakti/ Jahid | Sai Manish |
| Disucssion of Project Requirements types | 0 | All | Nidhi |
| Compile list of Customer Needs | 0 | Sai Teja/ Tahera | Rushda/ Sai Manish |
| Update Project Plan | 0 | Rushda | Tahera |