# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/15/2023 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| Assigned this week’s deliverables.  BRM and User Role, Context Diagram and System Interface Design to be done by Thrusday.  Disucssion of Project Requirements types and list of customer needs by Friday.  Quiz to be done by EOD.  Start designing the HomePage by Saturday. |

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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)** |
| BRM Diagram and User Roles | 10 | Amala/ Bhakti | Manish/ Nidhi |
| Context Diagram and System Interfaces table | 10 | Rushda/ Tahera | Amala/ Bhakti |
| Disucssion of Project Requirements types | 5 | Manish/ Nidhi | Sai Teja/ Jahid |
| Compile list of Customer Needs | 20 | Rushda/ Tahera/ Jahid/ Sai Teja/ Amala/ Bhakti | Manish/ Nidhi |
| Quiz Question | 30 | All | NA |
| Software Installations | 15 | All | Tahera/ Nidhi |
| Project Development (Design HomePage) | 5 | All | Sai Teja/ Rushda/ Bhakti |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| BRM Diagram and User Roles | Amala/ Bhakti |
| Context Diagram and System Interfaces table | Rushda/ Tahera |
| Disucssion of Project Requirements types | Manish/ Nidhi |
| Compile list of Customer Needs | Rushda/ Tahera/ Jahid/ Sai Teja/ Amala/ Bhakti |
| Quiz Question | All |
| Software Installations | All |
| Project Development (Design HomePage) | Sai Teja/ Rushda/ Bhakti |

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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <02/18/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Complete BRM Diagram and User Roles | 10 | Amala/ Bhakti | Manish/ Nidhi |
| Complete Context Diagram and System Interfaces table | 10 | Rushda/ Tahera | Amala/ Bhakti |
| Complete the disucssion of Project Requirements types | 5 | Manish/ Nidhi | Sai Teja/ Jahid |
| Complete the Compile list of Customer Needs | 20 | Rushda/ Tahera/ Jahid/ Sai Teja/ Amala/ Bhakti | Manish/ Nidhi |
| Tracking Quiz Question Submission | 30 | Sai Teja | NA |
| Software Installations in all team members machine | 15 | All | Tahera/ Nidhi |
| Updates on Project Development (Design HomePage) | 5 | All | Sai Teja/ Rushda/ Bhakti |