# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/22/2023 | **Time:** | 1:30 PM |
| **Meeting Facilitator:** |  | **Location:** | Siedenburg Lounge |

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| 1. Meeting Objective & Agenda |
| Assigned this week’s deliverables.  Quiz, Functional Decomposition Daigram and Business Requirements first draft should be submitted by Thrusday.  RCI table, submit the tabs as a team member completes it.  Home page Main Menu first draft should be done 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)** |
| Functional Decomposition | 10 | Amala/ Bhakti | Tahera/ Nidhi |
| Business Requirements: Project Overview, Document Information | 5 | Sai Teja/ Manish | Amala/Bhakti |
| Business Requirements: Business Opportunity, Business Requirements | 5 | Rushda/ Jahid | Sai Teja/ Manish |
| Business Requirements: Non Functional Requirements, External Data Feeds, Business Risk | 5 | Tahera/ Nidhi | Rushda/ Jahid |
| Quiz Question | 20 | All | NA |
| RCT: Functional Decompostion | 5 | Amala/ Bhakti | Tahera/ Nidhi |
| RCT: RTM | 5 | Rushda | Jahid |
| RCT: Crosscut Description, RCT Details | 5 | Sai Teja/ Manish | Amala/ Bhakti |
| RCT: Feature Short Descritions | 5 | Nidhi / Tahera | Rushda |
| RCT: ET Entitlements | 5 | Jahid | Sai Teja/ Manish |
| Home page: Main Menu | 5 | Rushda/ Amala/ Bhakti | Tahera/ Nidhi |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Business Needs for Internal Users | All |
| Quiz Questions | All |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <02/23/2023> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Complete Functional Decomposition by Thrusday | 10 | Amala/ Bhakti | Tahera/ Nidhi |
| Business Requirements (Full document) by Thrusday | 5 | Rushda | Amala/ Bhakti/ Tahera |
| Start working on RCT: Functional Decompostion | 5 | Amala/ Bhakti | Tahera/ Nidhi |
| Start working on RCT: RTM | 5 | Rushda | Jahid |
| Start working on RCT: Crosscut Description, RCT Details | 5 | Sai Teja/ Manish | Amala/ Bhakti |
| Start working on RCT: Feature Short Descritions | 5 | Nidhi / Tahera | Rushda |
| Start working on RCT: ET Entitlements | 5 | Jahid | Sai Teja/ Manish |
| Start working on Home page: Main Menu | 5 | Rushda/ Amala/ Bhakti | Tahera/ Nidhi |