# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/28/2023 | **Time:** | 8:45PM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| The features that would be implemented this semester were discussed. On the activity diagram, Tahera will work. Work on use case diagrams will be done by Amala. Bhakti will work on DFD. Sai Teja will concentrate on user stories for functional requirements. Implementations for the HomePage, Register and Login will be worked on by all. Rushda will amend the Project Plan in accordance with the features highlighted for this semester; the quiz is due tomorrow (Wednesday). By 03/05/2023, Rushda and Jahid will start working on WS1 preparedness. |

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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)** |
| Quiz | 10 | All | NA |
| Updated RCT highlighting Core Features | 10 | Sai Teja | Nidhi |
| HomePage Deveploment | 5 | Rushda/ Jahid/Sai Teja/ Manish | Sai Teja |
| Login Page Development | 5 | Amala/ Bhakti | Manish |
| Register Page Developement | 5 | Tahera/ Nidhi | Amala |
| Functional Requirements User Stories | 10 | Sai Teja | Rushda |
| Activity Diagram | 5 | Tahera | Bhakti |
| Use Cases | 10 | Amala | Tahera |
| Data Flow Diagram (Logical) | 10 | Bhakti | Amala |
| WS 1 Preparation | 5 | Rushda/ Jahid | Bhakti/ Manish/ Nidhi |
| Code Merging to Main Branch on GitHub | 10 | Sai Teja/ Tahera | Jahid |
| HomePage Working Video | 2 | Nidhi | Rushda |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Git Repo | Sai Teja |
| Quiz Questions | All |
| HomePage, Login, Register development distributions | Rushda |
| WS 1 Preparation | Rushda/ Jahid |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <03/02/2023> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz (Submit by Wednesday) | 10 | All | NA |
| HomePage Login, Register Deveploment Progress (at lease UI should be completed) | 20 | All | Sai Teja |
| Functional Requirements User Stories (Submit by Thrusday) | 10 | Sai Teja | Rushda |
| Activity Diagram (Submit by Friday) | 5 | Tahera | Bhakti |
| Use Cases (Submit by Friday) | 10 | Amala | Tahera |
| Data Flow Diagram (Logical) (Submit by Friday) | 10 | Bhakti | Amala |
| Discussion on WS 1 Preparation | 5 | Rushda/ Jahid | Bhakti/ Manish/ Nidhi |
| Code Merging process on GitHub | 10 | Sai Teja/ Tahera | Jahid |
| Plan Placeholder meeting for workshop on Monday | 1 | Sai Teja | Manish |