# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03/02/2023 | **Time:** | 11:45AM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| Agreed on features to be implemened. Discussed about DB creation. Tracking satus for this week delievrables. |

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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 | 100 | All | NA |
| Updated RCT highlighting Core Features | 100 | Sai Teja | Nidhi |
| HomePage Deveploment | 10 | Rushda/ Jahid/Sai Teja/ Manish | Sai Teja |
| Login Page Development | 10 | Amala/ Bhakti | Manish |
| Register Page Developement | 10 | Tahera/ Nidhi | Amala |
| Functional Requirements User Stories | 25 | Sai Teja | Rushda |
| Activity Diagram | 50 | Tahera | Bhakti |
| Use Cases | 50 | Amala | Tahera |
| Data Flow Diagram (Logical) | 50 | Bhakti | Amala |
| WS 1 Preparation | 10 | Rushda/ Jahid | Bhakti/ Manish/ Nidhi |
| Code Merging to Main Branch on GitHub | 20 | Sai Teja/ Tahera | Jahid |
| HomePage Working Video | 2 | Nidhi | Rushda |
| DB Creation (Complete set up of MongoDB Atlas) | 10 | Rushda | Sai Teja |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| DB Creation | Rushda |
| Sharing relevant Materials for MERN stack (<https://youtube.com/playlist?list=PLwGdqUZWnOp3t3qT7pvAznwUDzKbhEcCc>) | Rushda |
| HomePage, Login, Register development progress | All |
| WS 1 Preparation | Rushda/ Jahid |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <03/03/2023> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| HomePage Login, Register Deveploment Progress | 20 | All | Sai Teja |
| Functional Requirements User Stories (Submit by Thrusday) | 10 | Sai Teja | Rushda |
| Activity Diagram (Submit by Friday) | 50 | Tahera | Bhakti |
| Use Cases (Submit by Friday) | 50 | Amala | Tahera |
| Data Flow Diagram (Logical) (Submit by Friday) | 50 | Bhakti | Amala |
| Discussion on WS 1 Preparation | 10 | Rushda/ Jahid | Bhakti/ Manish/ Nidhi |
| Code Merging process on GitHub | 20 | Sai Teja/ Tahera | Jahid |
| Plan Placeholder meeting for workshop on Monday | 1 | Sai Teja | Manish |
| DB Creation (Complete set up of MongoDB Atlas) | 10 | Rushda | Sai Teja |