# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03/05/2023 | **Time:** | 7:30PM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| Tracking development status. Discussed about Workshop Presentation. All the details is shared on Slack. |

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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)** |
| HomePage Deveploment | 100 | Rushda/ Jahid/Sai Teja/ Manish | Sai Teja |
| Login Page Development | 100 | Amala/ Bhakti | Manish |
| Register Page Developement | 80 | Tahera/ Nidhi | Amala |
| Functional Requirements User Stories | 50 | Sai Teja | Rushda |
| Activity Diagram | 100 | Tahera | Bhakti |
| Use Cases | 50 | Amala | Tahera |
| Data Flow Diagram (Logical) | 100 | Bhakti | Amala |
| WS 1 Preparation | 20 | Rushda/ Jahid | Sai Teja |
| Code Merging to Main Branch on GitHub | 75 | Sai Teja/ Tahera | Jahid |
| HomePage Working Video | 2 | Nidhi | Rushda |
| DB Creation (Complete set up of MongoDB Atlas) | 100 | Rushda | Sai Teja |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| HomePage, Login, Register development progress | All |
| WS 1 Preparation | All |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - <03/06/2023> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Register Deveploment Progress | 70 | All | Sai Teja |
| Complete all Delievrables for Week 7 | 50 | Sai Teja | Rushda |
| HomePage Working Video | 2 | Nidhi | Rushda |
| WS 1 Preparation | 20 | All | Sai Teja |