# **MEETING AGENDA**

| **Team/Application Name:** | Team1: MaidEase | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 01/25/2023 | **Time:** | 10:00 AM |
| **Meeting Facilitator:** |  | **Location:** | Zoom |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| A thorough discussion of the problem statement. decided to create a platform for customers to access all household services, including laundry, housecleaning, child care, and senior care. Additionally, it offers small businesses a platform to expand their consumer base. Divided the business cases question within the team. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Rushda |  |  |  |
| Tahera |  |  |  |
| Bhakti |  |  |  |
| Amala |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case: MaidEase |  | Rushda | Tahera |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Websites used for Prototyping. | Rushda |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| Disucssing Project Technology | All team members |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Next Meeting Plan - <01/28/23> | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case: MaidEase |  | Rushda | Tahera |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |