# **MEETING AGENDA**

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| **Team/Application Name:** | **Team 2** | | |
| **Date of Meeting: (MM/DD/YYYY)** | **02/06/2020** | **Time:** | **9:00 PM** |
| **Meeting Facilitator:** | **Marlene** | **Location:** | **Pace Library** |

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| **1. Meeting Objective & Agenda** |
| - To work on the Project Initiation Document  - Discuss the functionality details of our project |

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| **2. Attendees** | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Marlene Hasslinger | Jack Brody |  |  |
| Abhinav Bhatt |  |  |  |
| Curtis Morgan (Skype) |  |  |  |
| Yixuan Ma (Skype) |  |  |  |
| Yang Zhao |  |  |  |
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| **3. Documents and Owners** | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| PID | Marlene | Curt Morgan |
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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Review the PID documents and what needs to be specified for this week | All |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| Deciding which parts of the PID do not yet have to be defined at this point in time | Ask Professor Chernak about this matter when handing in the deliverable (early enough to add the parts that are left out) |
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