# **MEETING AGENDA**

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| **Team/Application Name:** | **Team 2** | | |
| **Date of Meeting: (MM/DD/YYYY)** | **02/13/2020** | **Time:** | **9:00 PM** |
| **Meeting Facilitator:** | **Marlene** | **Location:** | **Pace Library** |

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| **1. Meeting Objective & Agenda** |
| * Work on RACI table * Work on Project Plan * Finish PID * Integrate Veenus into the team and assign a role to him * Finalize a new meeting time for Tuesday after the Project 1 class |

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| **2. Attendees** | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Jack Brody |  |  |  |
| Marlene Hasslinger |  |  |  |
| Abhinav Bhatt |  |  |  |
| Curtis Morgan |  |  |  |
| Yixuan Ma |  |  |  |
| Yang Zhao |  |  |  |
| Veenus Thakkar |  |  |  |

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| **3. Documents and Owners** | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| PID ( including RACI, Project Team, Project Plan) | Marlene | Abhinav, Yixuan |
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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Think about a good meeting time | All |
| Integrate Veenus into team, give him access to Google Drive and assign a role for him | Abhinav |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| Finding a role for Veenus | None |
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