# **MEETING AGENDA**

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| **Team/Application Name:** | **Team 2** | | |
| **Date of Meeting:** (MM/DD/YYYY) | **02/18/20** | **Time:** | **9:00pm** |
| **Meeting Facilitator:** | **Jack** | **Location:** | **Library** |

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| **1. Meeting Objective & Agenda** -Work on BRM Diagram  -Work on User Roles  -Discuss Context Diagram  -Discuss System Interface Table  -Divvy up Remaining Work |
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| **2. Attendees** | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Curt Morgan | Yang Zhao |  |  |
| Jack Brody |  |  |  |
| Marlene Hasslinger |  |  |  |
| Abhinav Bhatt |  |  |  |
| Yixuan Ma |  |  |  |
| Veenus Thakkar |  |  |  |
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| **3. Documents and Owners** | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| BRM Diagram | Abhinav | Jack |
| Context Diagram | Curt Morgan | Marlene |
| Requirement Types | Jack | Yixuan |
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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Go over Documentation from Previous Week | All |
| Ensure All Team Members now have access to all shared document locations | Jack |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| Narrowing Down Suppliers, Organization and Clients in BRM | None |
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