# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 02/25/2020 | **Time:** | 8:45PM |
| **Meeting Facilitator:** | Jack | **Location:** | Library |

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| **1. Meeting Objective & Agenda** |
| -Work on Business Requirements  -Go over Functional Decomposition  -Review RCT  -Divvy up remaining work on RCT |

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

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| **3. Documents and Owners** | | |
| **Delievrables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Fishbone Diagram | Marlene | Jack |
| Business Requirements | Curt | Venus |
| RCT | Abhinav, Yixuan | Marlene, Curt |
| Update Project Plan | Jack | Yang |

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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Think about Modules for the Requirement Decomposition we would be using for the upcoming week | All |
| Go over Documentation from Previous Week | All |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| Focusing on what should be considered Modules and what are the core responsibilities | None |
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