# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 2/16/2021 | **Time:** | 8:15 pm- 8:27 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| **1. Meeting Objective & Agenda** |
| Attendance: All present.  Communication: Check meeting minutes if unsure what tasks you are delegated  Discussing upcoming deliverables: Quiz topics were distributed during the meeting. A goal was set for all quiz question to be completed by Thursday afternoon, Friday morning at the latest. Guidelines for the BRM and context diagram were discussed. Jay, Ge, and Yashwanth will present their progress at our 2nd weekly meeting. Requirement types will also be discussed at the 2nd meeting  Plan for next meeting: Next team meeting will begin Friday evening at 9:30 pm.  Meeting was concluded at 8:27 pm. |

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| **2. Attendees** | | | |
| **Present at the Meeting** | **Absent** |  |  |
| John Brilhart |  |  |  |
| Revati Deshmukh |  |  |  |
| Jay Patel |  |  |  |
| Yashwanth Varre |  |  |  |
| Hetali Chavda |  |  |  |
| Suraj Suwal |  |  |  |
| Soyeon Ju |  |  |  |
| Ge Ou |  |  |  |

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| **3. Documents and Owners** | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz | All | Jay Patel |
| Project Plan (in Excel), refined PID, RACI | John Brilhart | Ge Ou |
| Home Page | Hetali Chavda | Suraj Suwal |
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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Project Plan Template | Professor Yuri Chernak |
| Quiz Template | Professor Yuri Chernak |
| RACI Template | Professor Yuri Chernak |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| No issues were brought forward |  |
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