# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 2/20/2021 | **Time:** | 5:30 pm- 6:10 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| 1. Meeting Objective & Agenda |
| Attendance: One not accounted for.  Communication: Check meeting minutes if unsure what tasks you are delegated.  Discussed and presented requirement types. Team agreed on updated project plan. Jay presented his current progress on the BRM. He currently has a paper version that he will convert to the required power point format. He is 75% done and will have it completed by end of day 2/21. Yashwanth presented the Context Diagram, he still needs to do the System Interface Table. He is 50% done and will have it completed by end of day 2/21. Team made some critiques that will be implemented in the final version.  Meeting was concluded at 6:10 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 | John Brilhart |
| BRM | Jay Patel | Hetali Chavda |
| Context Diagram | Ge Ou, Yashwanth | Soyeon Ju |
| Requirement Types | Ge Ou, Yashwanth | Suraj Suwal |

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| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| BRM Example | Professor Yuri Chernak |
| Context Diagram Example | Professor Yuri Chernak |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues were brought forward |  |
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