# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 2/24/2021 | **Time:** | 9:00 am- 10:00 am |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| 1. Meeting Objective & Agenda |
| Attendance: One not accounted for. Team member was caught up in an individual meeting with Project Manager.  Communication: Keep team informed on progress on all deliverables.  Discussed revised BRM, and Context Diagram. Updated versions will be done today to send to the professor. Discussed role in upcoming deliverable. Each team member was assigned as a business group proxy. They will find requirements for their business group and fill out their respective section in the BRD. For the Functional Decomposition, each team member will be assigned to a module. For the RCT, each team member will fill out their assigned modules sections for all tabs. A second team meeting will be conducted this Friday 2/26 at 11:00 am to track progress. The lead developer will also present the home page menu structure.  Meeting was concluded at 10:00 am. |

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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 | Yashwanth |
| BRD | Jay Patel | Suraj |
| Functional Decomposition (assign SME), Fishbone Diagram | Ge Ou, Yashwanth | John |
| RCT (includes supplementary reqs) | Ge Ou, Yashwanth | Jay |
| Home Page menu structure | Hetali Chavda | Soyeon |

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