# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 1/27/2021 | **Time:** | 1:00 pm- 1:40 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| **1. Meeting Objective & Agenda** |
| Attendance: All present.  Introductions  Communication: Communication will be primarily through slack, with weekly meetings through Zoom. A Google Drive will be  set up for the team for all documentation of our project.  Brainstorm for upcoming deliverables: 8 ideas to build business cases were brought forward by the team. After a poll, which is conducted on slack, the top 2 will be developed by separate teams within the group.  Plan for next meeting: Next team meeting will begin next week after class at approximately 8:50 pm.  Meeting was concluded at 1:40 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 |  |  |  |
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| **3. Documents and Owners** | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Business Case 1 | John Brilhart | Suraj Suwal |
| Business Case 2 | John Brilhart | Jay Patel |
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| **4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.)** | |
| **Description** | **Prepared by** |
| Business Case Template | Professor Yuri Chernak |
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| **5. Issues and Roadblocks** | |
| **Description** | **Help Needed** |
| No issues were brought forward |  |
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