# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 3/5/2021 | **Time:** | 4:15 pm – 9:20 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| 1. Meeting Objective & Agenda |
| Attendance: All accounted for  Communication: Keep team informed on progress on all deliverables. Please notify project manager if any member is unable to make a meeting.  Discussed progress on current deliverables. Critiqued and revised RCT. Core features to implement were decided on. Hetali will work on the home page demo and will post her work on 3/4. The remainder deliverables were discussed. Use cases and user stories will have additional team members assigned to help with work load. Assignments will be posted by morning 3/3. Activity diagram and data flow diagram were discussed will be completed by Yashwanth and Ge. Topics for requirements workshop were discussed and team members will be assigned to present one or more roles.  Meeting was concluded at 9:20 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 | Ge |
| UML analysis diagrams (use case, activity diagrams) | Ge Ou, Yashwanth | Suraj |
| Dataflow Diagram(logical) | Ge Ou, Yashwanth | Hetali |
| Functional Requirements(User Stories) | Ge Ou, Yashwanth | John |
| Home Page Demo | Hetali Chavda | Revati |

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| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| UML analysis diagrams (use case, activity diagrams) Example | Professor Yuri Chernak |
| Dataflow Diagram(logical) Example | Professor Yuri Chernak |
| Functional Requirements(User Stories) Example | Professor Yuri Chernak |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| There was some confusion on the Use Case deliverables. Do we have to make a use case for all modules or just the ones that have the core features we decided to implement this semester? | Clarification |
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