# **MEETING AGENDA**

| **Team/Application Name:** | Team 2 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 9/17/2021 | **Time:** | 8:15-8:45 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

| 1. Meeting Objective & Agenda |
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| Attendance: All accounted for  Communication: Meetings will be held over zoom directly after class. Next week we will have our second weekly meeting on Tuesdays at 8 am to discuss progress on weekly deliverables.  Lead Developer: Revati met with Hetali and was able to set up the developer environment and run our application.  Next Week’s Deliverables: For the road map/story map we discussed what features we wanted to implement over the four iterations. We will have another meeting tomorrow 9/18(6 pm) to finalize our list. Next, we walked through the architecture diagram, context diagram, and BRM. Documents will need to be updated to reflect the projected scope of our project. There will also need to be a physical architecture diagram in addition to the logical and process view that are already in the document. All templates are posted on our google drive. Quiz questions will also be posted in the drive, it is important to finish quiz questions to allow time to work on our other deliverables.  Meeting concluded at 8:45 pm. |

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

| 3. Documents and Owners | | |
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| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Road Map/Story Map | John Brilhart(road map),Jay Patel(story map) | Soyeon Ju |
| Architecture Diagram | Revati Deshmukh | Suraj Suwal |
| BRM | Jay Patel | Ge Ou |
| Context Diagram | Yashwanth Varre | John Brilhart |
| Quiz Questions | All | Jay Patel |

| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
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| **Description** | **Prepared by** |
| R1\_Road Map+Story Map\_Example 2 | Yuri Chernak |
| R1\_Architecture Diagrams\_Example 1 | Yuri Chernak |
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| 5. Issues and Roadblocks | |
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| **Description** | **Help Needed** |
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