# **MEETING AGENDA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 9/28/2021 | **Time:** | 8:00-8:30 am |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| Attendance: All accounted for  Communication: Meetings will be held over zoom directly after class.  Tuesday Meetings: We will try to schedule our 2nd weekly meetings to 1:00 pm. If you can not make this time, please communicate this via slack.  . Next Week’s Deliverables: Quiz questions have been completed. Updated RCT has had significant progress. Yashwanth met with Revati and notated what crosscuts will be implemented for the first two iterations. John will have the updated Roadmap by end of day.  Meeting concluded at 8:30 am. |

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

|  |  |  |
| --- | --- | --- |
| 3. Documents and Owners | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Road Map/Story Map | John Brilhart(road map) | Revati Deshmukh |
| Updated RCT | Yashwanth Varre | Jay Patel |
| Preliminary Test Design(rough draft) | Suraj Suwal | N/A |
| Quiz Questions | All | John Brilhart |
|  |  |  |

|  |  |
| --- | --- |
| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| R1\_Road Map+Story Map\_Example 2 | Yuri Chernak |
| R1\_Updated RCT (I1, I2)\_Example 1 | Yuri Chernak |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
|  |  |
|  |  |
|  |  |
|  |  |