# **MEETING AGENDA**

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| **Team/Application Name:** | Team 2 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 9/24/2021 | **Time:** | 8:00-8:25 pm |
| **Meeting Facilitator:** | John Brilhart | **Location:** | Zoom Conference |

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| 1. Meeting Objective & Agenda |
| 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.  Peer Reviews: As per the professor’s instructions, we must reference the guidelines when providing peer reviews. An explanation of the purpose of the deliverable is not necessary.  Next Week’s Deliverables: Quiz questions have been assigned on the google deep drive. All team members will have them complete by 9/27. Updated RCT will led by Yaswanth. He will coordinate with both the lead developer, QA analyst and tester to assure he can accurately decide what crosscutting concerns to implement. Yashwanth will keep the project manager updated on his progress. The QA analyst and tester will start to gather test requirements based on the new RCT. The project manager will then update the road map as needed. We will have a second meeting this Tuesday at 8 am to discuss progress on this week’s deliverables. Ideally all deliverables will done by then with only minor adjustments needed as recommended by the peer reviewer. Any roadblocks encountered by the owners of the deliverables will be communicated to the project manager.  Meeting concluded at 8:25 pm. |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| John Brilhart |  |  |  |
| Revati Deshmukh |  |  |  |
| Jay Patel |  |  |  |
| Yashwanth Varre |  |  |  |
| Suraj Suwal |  |  |  |
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| 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 |
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| 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 |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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