# **MEETING AGENDA**

| **Team/Application Name:** | Team 4 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09/21/2024 | **Time:** | 5:00PM |
| **Meeting Facilitator:** | Diksha Korat | **Location:** | Remote (Zoom) |

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| 1. Meeting Objective & Agenda |
| - Checking on team members and made sure that they have activated Xero Accounts  - Discussed about Quiz 3: Introduction to Requirements Engineering  -See Tutorial of Xero & Learn functionalities  -Context Diagram & Functional Decomposition Diagram |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Diksha Korat |  |  |  |
| Ishan Vaghani |  |  |  |
| Meet Pipaliya |  |  |  |
| Aryan Jiyani |  |  |  |
| Lohith Rahul |  |  |  |
| Achyut |  |  |  |
| Shriya Goud |  |  |  |

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| 3. Documents and Owners | | | |
| **Deliverables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz 3: Introduction to Requirements Engineering | 100% | All |  |
| COPR Matrix | 100% | All |  |
| Context Diagram & Functional Decomposition Diagram | 50% | All |  |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Each team member should share their respective items progress | All |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Agenda -09/25/2024 (Zoom Call) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Resolve any issues | 100% | All | All |
| Discuss Functional Decomposition & context Diagrams | 100% | Ishan Vaghani,  Meet Pipaliya | Lohith Rahul |