# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/26/2025 | **Time:** | 10:30 PM to 11:00PM |
| **Meeting Facilitator:** | Misha Patel | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| 1. **RCT Detailed View** - Complete composition of concerns (0/1) 2. **Supplementary Requirements** - Added details to crosscut descriptions 3. **Contribution Matrix (Analysis)** - Completed and agreed upon |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Misha |  |  |  |
| Shahrukh |  |  |  |
| Anvika |  |  |  |
| Mayank |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| **RCT Detailed View** - Complete composition of concerns (0/1) | 100% | Team | Team |
| Crosscut descriptions | 100% | Anvika | Team |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| RCT detailed view - complete composition of concerns (0/1) | Professor |
| Crosscut descriptions | Professor |
| Complete and agree to the Contribution Matrix (Analysis) | Professor |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues |  |
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| 6. Next Meeting Agenda – 02/28/2025 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Week 6 Deliverables Planning and Execution | 100% | Team | Team |
| Exam Preparation | 100% | Team | Team |
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