# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/13/2025 | **Time:** | 10AM to 10.30AM |
| **Meeting Facilitator:** | Misha Jitendrakumar Patel | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| 1. Deliverable Progress update 2. Xero Application Walkthrough |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Misha Jitendrakumar Patel | Mayank singh |  |  |
| Anvika Muthineni |  |  |  |
| Shahrukh saiyad |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Context Diagram | 100% | Anvika | Shahrukh |
| Functional Decomposition Diagram | 100% | Anvika | Misha |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Project Delivery Schedule Spring Sheet | Professor |
| RCT Template Xero | Professor |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues |  |
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| 6. Next Meeting Agenda – 02/14/2025 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz preparation | 50% | Team |  |
| Requirement Component discussion | 20% | Anvika | Team |
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