# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/14/2024 | **Time:** | 10 pm to 10:30 |
| **Meeting Facilitator:** | Noel Sam Routhu | **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** |  |  |
| Noel Sam Routhu |  |  |  |
| Matt Borkowski |  |  |  |
| Naga Bavana Kolasani |  |  |  |
| Yash Vora |  |  |  |
| Jingsi Hu |  |  |  |
| Sashank Allugunti |  |  |  |
| Hanith Atluri |  |  |  |
| Harsh Moradiya |  |  |  |
| Meghana Gudipati |  |  |  |
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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Context Diagram | 85% | Meghana Gudipati | Bavana |
| Functional Decomposition Diagram | 85% | Harsh Moradiya | Yash Vora |
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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** |
| People not attending the meeting on time. |  |
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| 6. Next Meeting Agenda – 02/16/2024 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Discuss Week 4 Deliverables | 100% | Noel Sam Routhu | Team |
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