# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/21/2024 | **Time:** | 10:00 PM to 10:35PM |
| **Meeting Facilitator:** | Noel Sam Routhu | **Location:** | Zoom |

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| 1. Meeting Objective & Agenda |
| 1. Fully achieved RCT Table for Xero (only Inventory of features) 2. Getting updates from the below teams on Requirements Composition Table (RCT) for Xero Application    1. Financial Data Entry Module       1. Matt Borowski – Lead       2. Naga Bavana Kolasani       3. Yash Vora       4. Jingsi Hu    2. Bank Feeds & Re-conciliations       1. Hanith Atluri – Lead       2. Meghana Gudipati       3. Sashank Allugunti |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Noel Sam Routhu |  |  |  |
| Matt Borkowski |  |  |  |
| Naga Bavana Kolasani |  |  |  |
| Yash Vora |  |  |  |
| Jingsi Hu (Online) |  |  |  |
| Sashank Allugunti |  |  |  |
| Hanith Atluri |  |  |  |
| Meghana Gudipati |  |  |  |

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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Team1\_RCT\_Part1\_v1 | 75% | Team | Team |
| Context\_Diagram\_v3 | 100% | Meghana Gudipati | Noel Sam Routhu |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Chat GPT for comparing features for the respective modules | Team and ChatGPT |
| 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 – 02/23/2024 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Week 5 Deliverables – Marking Crosscut concerns as advised by the Professor | 100% | Team | Team |
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