# **MEETING AGENDA**

| **Team/Application Name:** | Team 1 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/09/2024 | **Time:** | 8:30 pm to 8:45 pm |
| **Meeting Facilitator:** | Noel Sam Routhu | **Location:** | In-class |

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| 1. Meeting Objective & Agenda |
| 1. Planning Deliverables (Context Diagram, Functional Decomposition Diagram, Quiz) 2. Learning Xero Application |

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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 (Online) |  |  |  |
| Harsh Moradiya |  |  |  |
| Meghana Gudipati |  |  |  |
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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Context Diagram Role explanation and assignment | 100% | Meghana Gudipati | Noel Sam Routhu |
| Functional Decomposition explanation and assignment | 100% | Harsh Moradiya | Noel Sam Routhu |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Quiz Template for Requirements engineering | Noel Sam Routhu |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| No issues |  |
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| 6. Next Meeting Agenda – 02/14/2024 (Tentative) | | | |
| **Tasks to Complete** | **Target Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Context Diagram | 100% | Meghana Gudipati | Bavana |
| Functional Decomposition Diagram | 100% | Harsh Moradiya | Yash Vora |
| Xero Application Learning | 60% | Bavana | Team |
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