# **MEETING AGENDA**

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| **Team/Application Name:** | Team 3 | | |
| **Date of Meeting:** (MM/DD/YYYY) | 19/02/2020 | **Time:** |  |
| **Meeting Facilitator:** | Yuri Chernak | **Location:** | 1 Pace Plaza |

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| 1. Meeting Objective & Agenda |
| 1. The team decided to host the meeting from now on after the class ends on Tuesday for an hour (or more, as required) 2. All the devirables were discussed and examples were referred to understand the end-goals. Also they were assigned to the teammates |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Nishant Hulwan | Swetha Bitla |  |  |
| Siddharth Jhaveri |  |  |  |
| Weili Zhong |  |  |  |
| Shivani Gumpula |  |  |  |
| Anushree Khopkar |  |  |  |
| Ziteng Sun |  |  |  |
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| 3. Documents and Owners | | |
| **Deliverables** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| BRM Diagram, User Roles | Anushree Khopkar | Swetha Bitla, Siddharth Jhaveri |
| Context Daigram, System Interface Table, Requirement Types | Shivani Gumpula | Weili Zhong, Siddharth Jhaveri |
| Risk Management Strategy | Ziteng Sun | Nishant Hulwan, Siddharth Jhaveri |
| Update Project Plan | Siddharth Jhaveri |  |

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| 4. Pre-work/Meeting Preparation ( material to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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