# **MEETING AGENDA**

| **Team/Application Name:** | Team 2 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/08/2023 | **Time:** | 11 am – 12 pm |
| **Meeting Facilitator:** | Krunal | **Location:** | Remote (Zoom) |

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| 1. Meeting Objective & Agenda |
| To discuss the Jira software, talk about deadline for PID, discuss about application functionality and home page. Setting deadline for the Project plan, Risk management, quiz, and application home page. |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Krunal |  |  |  |
| Srija |  |  |  |
| Shubham Mittal |  |  |  |
| Tom Alex |  |  |  |
| Tom Cookson |  |  |  |
| Chetan |  |  |  |
| Swayambhu |  |  |  |
| Suruchi Patil |  |  |  |
| Ruchi |  |  |  |

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| 3. Documents and Owners | | | |
| **Deliverables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Explanation about Jira software | 100% | Swayambhu | All |
| Sharing the quiz documents | 100% | Krunal | All |
| Distributing tasks | 100% | Krunal | All |
| Summarize the application | 100% | Tom Cookson | All |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Reviewing ticket creation process in Jira software | Swayambhu |
| Creating a summary for the application | Tom Coookson |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| NA | NA |
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| 6. Next Meeting Plan – 02.12.2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Quiz | 0% | All | All |
| Discuss about application home page | 0% | Shubham, Tom Coookson, Tom Alex, Swayambhu and Suruchi | All |
| Discuss about application functionality | 0% | Shubham, Tom Coookson, Tom Alex, Swayambhu and Suruchi | All |
| Discussing the professor mail | 0% | All | All |