# **MEETING AGENDA**

| **Team/Application Name:** | Team 2 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/09/2023 | **Time:** | 10 – 11.30pm |
| **Meeting Facilitator:** | Krunal | **Location:** | Remote (Zoom) |

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| 1. Meeting Objective & Agenda |
| To discuss the remaining documentation of PID, RACI table, and Home Page Development Environment. |

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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)** |
| Project Plan | 100% | Development Team | Shubham Mittal |
| Risk Management | 100% | Ruchi Sharma | Shubham Mittal |
| Home Page Development | 10% | Development Team & QA Analyst | Swayambhu |
| Quiz | 100% | All | Krunal |

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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Home Page Development | Development Team & QA Analyst |
| Documentation of PID | Krunal |
| Scheduling Next Meeting | All |

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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)** |
| Documentation of PID | 60% | All | Shubham Mittal |
| Explanation over Home Page Design | N/A | Shubham Mittal, Suruchi, Tom Cookson, Tom Alex, Swayambhu | Swayambhu |
| RACI table | N/A | Swayambhu | Shubham Mittal |
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