# **MEETING AGENDA**

| **Team/Application Name:** | Team 2 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02/15/2023 | **Time:** | 9 – 10.10 am |
| **Meeting Facilitator:** | Krunal | **Location:** | Remote (Zoom) |

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| 1. Meeting Objective & Agenda |
| To discuss about BRM, context diagram, application home page and Quiz. |

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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)** |
| BRM diagram | NA | Shubham Mittal | Tom Cookson |
| Context diagram | NA | Krunal | Tom Cookson |
| Developing Home Page | 50% | Swayambhu | Tom Cookson |
| Quiz | NA | Krunal | Tom Cookson |
| Updated Project Plan | 98% | Krunal | Tom Cookson |
| Compile a list of Customer needs | NA | Krunal | Tom Cookson |

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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 |
| Scheduling Next Meeting | All |
| Learning about BRM and context diagram | All |

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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| NA | NA |
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| 6. Next Meeting Plan – 02/17/2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| BRM diagram | NA | Shubham | Tom Cookson |
| Context diagram | NA | Krunal | Tom Cookson |
| Quiz | NA | Krunal | Tom Cookson |
| Updating the project plan | NA | Krunal | Tom Cookson |