# **MEETING AGENDA**

| **Team/Application Name:** | Team 2 | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 02/01/2023 | **Time:** | 11 – 12.30 |
| **Meeting Facilitator:** | Krunal | **Location:** | Remote (Zoom) |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| To discuss business model and explain it with everyone. Distributing the second week tasks among the team members. |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Discussed more about Business model 2 |  | All | All |
| Divided the PID among all the team members |  | Krunal | All |
| Sharing quiz documents among the group |  | Krunal | Krunal |
|  |  |  |  |

|  |  |
| --- | --- |
| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| Thinking about Business model about how it will be useful and efficient | All |
| Deciding timeline for the next meeting | Krunal |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| NA | NA |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. Next Meeting Plan – 02.04.2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| Review individual PID task |  | All | All |
| Discussing quiz questions |  | All | All |
|  |  |  |  |
|  |  |  |  |