Team Meeting

02/22/2022

ABOUT MAVDEV

AMMAR LOCKHANDWALA

Developer

MARIA FRAUSTO

Business Analyst

MICHAEL GURCH

Developer

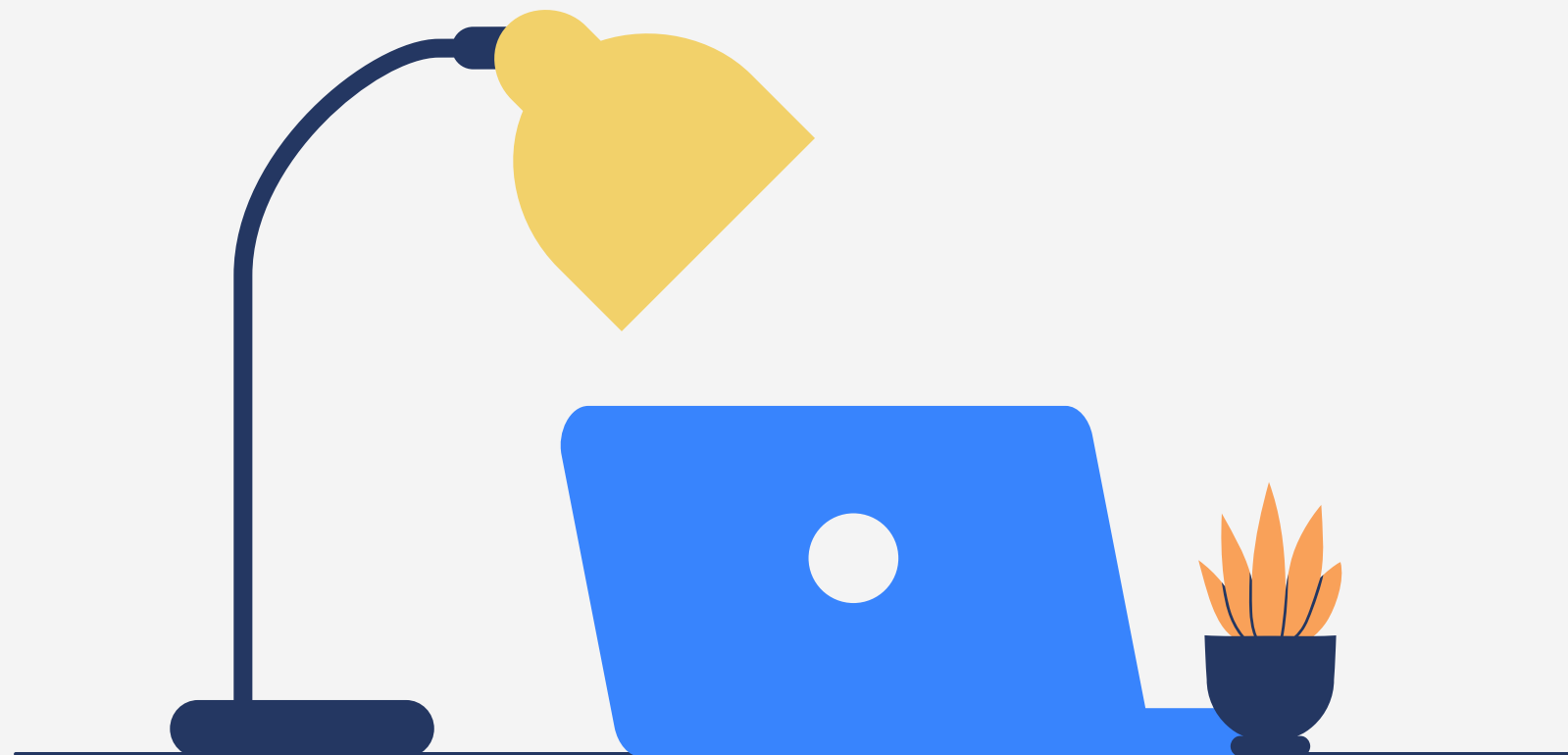**VICTORIA SHERADEN**

Business Analyst

VIVIAN BUI

Project Manager

MEETING OBJECTIVES

1. **Communication**
   - Picking Channel
   - Set up Recurring Meeting

2. **Get Stakeholders Information**

3. **Understand TXACC General Requirements for the Project**
   - Website Purpose
   - Major Functions
   - Target Users
   - Specific Requirements
   - Budget

COMMUNICATION CHANNEL

- GroupMe

- In-person

- Main point of contact (Phone Number, Email)

RECURRING MEETING?

Date/Time   Location

TXACC STAKEHOLDERS

WHO

- are TXACC members that will involve in the project?

- should we contact for project's requirements?

- should we reach out for technical-specific questions?

Plus: Do you have an Org Chart?

Optional: Help us to fill out Stakeholder List (Excel File)!

UNDERSTANDING THE PROJECT

01   **Project Expectations**

What do you want to gain from the project? | What is your
expectation from the project?

02   **Target Users**

Who are the target users (both front-end and back-end)
of the systems?

03   **Budget**

What is your budget for the project?

04   **Project Concurrency**

Have any parts of this project been planned out/worked
on by your team or a third-party developer?

01

Send out Zoom invitation (if on Zoom)

02

Send out the Meeting Agenda

We will prepare and send out the meeting agenda at least more than 2 days before the meeting, regardless if the meeting is online or in-person

03

Call to Confirm (if in-person)

If the meeting is in-person, we will call to confirm at least one day before the meeting

YOU CAN ACCESS ALL THE MEETING AGENDA AND DOCUMENTS @UT BOX

00:00

See you next meeting!