MEETING AGENDA

Team/Application Name:	Team 5		
Date of Meeting: (MM/DD/YYYY)	01/25/2023	**Time:**	10:00 PM to 11:00 PM
Meeting Facilitator:	PM: Yash Kantharia	**Location:**	Teams

1. Meeting Objective & Agenda

1. Form 2 sub-teams to make 2 business cases per team
2. Create Breakout rooms for sub-team discussion
3. Outcome owners share the business cases with the rest of the team
4. Deadline for business cases to be finalised.

2. Attendees

Present at the Meeting	Absent
Poonam Adtani	
Yash Kantharia	
Alan Parmar	
Saichand Reddy	
Maneesha Narahari	
Tharun Reddy	
Sarvesh Desai	
Sahith Chowdary	

3. Documents and Owners

Delievrables	Progress %	Primary Owner(s)	Peer Reviewer(s)
Team Poonam 2 Business Cases	50	Poonam Adtani	N/A
Team Maneesha 2 Business Cases	50	Maneesha Narahari	N/A

4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.)

Description	Prepared by

5. Issues and Roadblocks

Description	Help Needed

6. Next Meeting Plan - 01/26/2023

Tasks to Complete	Progress %	Primary Owner(s)	Peer Reviewer(s)
Finalize 2 business cases	0	Poonam, Maneesha	N/A
Divide business cases topic among sub teams	0	Poonam, Maneesha	N/A