# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 05-03-2023 | **Time:** | 09:00PM to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| 1. Progress check 2. Distribute new tasks for this week’s deliverables 3. Discussion for any queries |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Poonam Adtani |  |  |  |
| Yash Kantharia |  |  |  |
| Maneesha Narahari |  |  |  |
| Alan Parmar |  |  |  |
| Saichand Reddy |  |  |  |
| Sarvesh Desai |  |  |  |
| Tharun Reddy |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. Documents and Owners | | | | | | |
| **Deliverables** | | | | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Update Git Repository | | | | 60 | Yash Kantharia | Poonam Adtani |
| 1. Create Application Demo Video | | | | 0 | Poonam Adtani | Sarvesh Desai |
| 1. Updated Project Plan | | | | 80 | Poonam Adtani | Yash Kantharia |
| 1. Updated RCT | | | | 80 | Maneesha Narahari | Tharun Reddy |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 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 – 05-07-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Update Git Repository | 100 | Yash Kantharia | Poonam Adtani |
| 1. Create Application Demo Video | 100 | Poonam Adtani | Sarvesh Desai |
| 1. Updated Project Plan | 100 | Poonam Adtani | Yash Kantharia |
| 1. Updated RCT | 100 | Maneesha Narahari | Tharun Reddy |