# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02-05-2023 | **Time:** | 10:30 AM to 11:30 AM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Check progress on completion of PID draft 2. Review PID Draft and make changes if necessary |

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| 2. Attendees | | | |
| **Present at the Meeting** | **Absent** |  |  |
| Poonam Adtani | Alan Parmar |  |  |
| Yash Kantharia | Saichand Reddy |  |  |
| Maneesha Narahari | Sarvesh Desai |  |  |
| Tharun Reddy |  |  |  |
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| 3. Documents and Owners | | | |
| **Delievrables** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. PID (Project Initation Document) Draft | 70 | All | Yash Kantharia |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
| 1. Deadlines not met by members |  |
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| 6. Next Meeting Plan - 02-12-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Completion of PID | 100 | Yash Kantharia | All |
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