# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02-14-2023 | **Time:** | 09:00 PM to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Confirming Modifications in PID  2. Confirming changes in project plan and RACI table.  3. Distributing new tasks for this week. |

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

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| 3. Documents and Owners | | | | | | |
| **Deliverables** | | | | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Make modifications if any to PID | | | | 90 | Tharun Reddy | Yash Kantharia |
| 1. Project Plan Modifications | | | | 90 | Maneesha Narahari | Yash Kantharia |
| 1. Quiz W4 preparation | | | | 0 | Sarvesh Desai | Yash Kantharia |
| 1. Task divisions for this week | | | | 100 | Yash Kantharia | N/A |
| 1. Gathering Customer Needs | | | | 0 | Poonam Adtani, Tharun Reddy | Savesh Desai |
| 1. Discussion on Requirement Types and updating it in project plan | | | | 0 | Yash Kantharia | Tharun Reddy |
| 1. BRM Diagram | | | | 0 | Saichand Reddy | Tharun Reddy |
| 1. Context Diagram | | | | 0 | Maneesha Narahari | Savesh Desai |
| 1. User Roles Diagram | | | | 0 | Alan Parmar | Savesh Desai |
| 1. System Interface Table | | | | 0 | Sarvesh Desai | Tharun Reddy |
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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** |
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| 6. Next Meeting Plan - 02-19-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| BRM Diagram | 100 | Saichand Reddy | Tharun Reddy |
| Context Diagram | 100 | Maneesha Narahari | Sarvesh Desai |
| Discussion on Requirement Types and updating it in project plan | 100 | Yash Kantharia | Tharun Reddy |
| User Roles Diagram | 100 | Alan Parmar | Sarvesh Desai |
| System Interface Table | 100 | Sarvesh Desai | Tharun Reddy |
| Customer Needs | 100 | Poonam Adtani / Tharun Reddy | Savesh Desai |
| Updating Project Plan and PID in case of any modifications | 100 | Maneesha Narahari / Tharun Reddy | Yash Kantharia |