# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02-19-2023 | **Time:** | 10:30 AM to 11:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Checking Peer Review status of this weeks deliverables 2. Verifying if the BRM Diagram, Context Diagram and Usecase Diagram are resonating with the PID and Business Case. 3. Making changes in the PID and Business Case if needed. |

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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. BRM Diagram | | | | 100 | Saichand Reddy | Tharun Reddy |
| 1. Context Diagram | | | | 100 | Maneesha Narahari | Sarvesh Desai |
| 1. Discussion on Requirement Types and updating it in project plan | | | | 100 | Yash Kantharia | Tharun Reddy |
| 1. User Roles Diagram | | | | 100 | Alan Parmar | Sarvesh Desai |
| 1. System Interface Table | | | | 100 | Sarvesh Desai | Tharun Reddy |
| 1. Customer Needs | | | | 100 | Poonam Adtani / Tharun Reddy | Savesh Desai |
| 1. Updating Project Plan and PID in case of any modifications | | | | 100 | Maneesha Narahari / Tharun Reddy | Yash Kantharia |
| 1. BRM Diagram | | | | 100 | Saichand Reddy | Tharun Reddy |
| 1. Context Diagram | | | | 100 | Maneesha Narahari | Sarvesh Desai |
| 1. Discussion on Requirement Types and updating it in project plan | | | | 100 | Yash Kantharia | Tharun Reddy |
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| 4. Pre-work/Meeting Preparation (materials to discuss at the meeting - tutorials, examples, etc.) | |
| **Description** | **Prepared by** |
| 1. Read the PID and Business Case to find gaps if any | All |
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| 5. Issues and Roadblocks | |
| **Description** | **Help Needed** |
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| 6. Next Meeting Plan - 02-21-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Make modifications to this week’s deliverables if any | 100 | Poonam Adtani | Maneesha Reddy |
| 1. Distribute tasks for this week in the team | 100 | Yash Kantharia | N/A |