# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 02-21-2023 | **Time:** | 09:00 PM to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | W503, Pace University |

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| 1. Meeting Objective & Agenda |
| 1. Reviewing changes and comments on last week’s deliverables and assigning modification tasks. 2. Distributing tasks for this week’s deliverables. 3. Discussion on development of the home page. |

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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. Modifications in BRM Diagram and Context Diagram | | | | 0 | Yash Kantharia | Poonam Adtani |
| 1. Business Requirements | | | | 0 | Sarvesh Desai / Tharun Reddy | Saichand Reddy |
| 1. Functional Decomposition (assign SME), Fishbone Diagram | | | | 0 | Maneesha Narahari / Saichand Reddy | Alan Parmar |
| 1. RCT, includes supplementary requirements | | | | 0 | Poonam Adtani / Alan Parmar | Yash Kantharia |
| 1. Home Page menu structure | | | | 0 | Poonam Adtani / Yash Kantharia | Maneesha Narahari |
| 1. Updated Project Plan | | | | 0 | Saichand Reddy | Sarvesh Desai |
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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 - 02-23-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. Modifications in BRM Diagram and Context Diagram | 100 | Yash Kantharia | Poonam Adtani |
| 1. Business Requirements | 50 | Sarvesh Desai / Tharun Reddy | Saichand Reddy |
| 1. Functional Decomposition (assign SME), Fishbone Diagram | 50 | Maneesha Narahari / Saichand Reddy | Alan Parmar |
| 1. RCT, includes supplementary requirements | 50 | Poonam Adtani / Alan Parmar | Yash Kantharia |
| 1. Home Page menu structure | 50 | Poonam Adtani / Yash Kantharia | Maneesha Narahari |
| 1. Updated Project Plan | 50 | Saichand Reddy | Sarvesh Desai |