# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 02-23-2023 | **Time:** | 10:00 PM to 11:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

|  |
| --- |
| 1. Meeting Objective & Agenda |
| 1. Reviewing changes and comments on last week’s deliverables and assigning modification tasks. 2. Checking Status of current tasks. |

|  |  |  |  |
| --- | --- | --- | --- |
| 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. 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, 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 |
|  |  |

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