# **MEETING AGENDA**

| **Team/Application Name:** | Team 5 / Circular Pie | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 03-21-2023 | **Time:** | 09:00PM to 10:00 PM |
| **Meeting Facilitator:** | Yash Kantharia (Project Manager) | **Location:** | Teams |

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| 1. Meeting Objective & Agenda |
| 1. Distributing tasks for the week. 2. Discussions for doubts, if any. |

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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. Distributing tasks for the week and reviewing any changes if necessary | | | | 100 | Yash Kantharia | N/A |
| 1. ER Diagrams (Conceptual, Logical types), identify reference tables | | | | 0 | Maneesha Narahari, Tharun Reddy | Poonam Adtani |
| 1. Database Table Specification | | | | 0 | Alan Parmar, Sarvesh Desai | Yash Kantharia |
| 1. Reference Data Specification | | | | 0 | Poonam Adtani, Saichand Reddy | Maneesha Narahari |
| 1. Data-flow Diagram (physical) | | | | 0 | Saichand Reddy | 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** |
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| 6. Next Meeting Plan - 03-23-2023 | | | |
| **Tasks to Complete** | **Progress %** | **Primary Owner(s)** | **Peer Reviewer(s)** |
| 1. ER Diagrams (Conceptual, Logical types), identify reference tables | 75 | Maneesha Narahari, Tharun Reddy | Poonam Adtani |
| 1. Database Table Specification | 20 | Alan Parmar, Sarvesh Desai | Yash Kantharia |
| 1. Reference Data Specification | 20 | Poonam Adtani, Saichand Reddy | Maneesha Narahari |
| 1. Data-flow Diagram (physical) | 40 | Saichand Reddy | Yash Kantharia |