Week 4 Team Meeting

### **Date: 2024-08-18**

### **Location: Online chat**

#### **Attendees:**

* All team member

### **Agenda:**

* Discuss the feedback
* Familiarize with previous documentation

### **Discussion:**

| **Discussion Point** | **Outcome** | **Notes** |
| --- | --- | --- |
| Review of the feedback received | Need more detailed documentation of certain processes. Additionally, improve the communication flow between team members. | Implement a more structured approach to communication, possibly using a dedicated tool for tracking tasks and updates in real-time to ensure everyone is on the same page. |
| Familiarize with previous documentation | Spent the latter part of the meeting reviewing the existing documentation to ensure everyone is familiar with all the details. | All team members were asked to review the documentation individually before the next meeting to provide feedback or suggest any necessary revisions. |