Meeting Minutes

Date: 2024-12-25

Time: 18:07

Initiated by: Ramsha Khan

Minutes Verified by: Ramsha Khan

Number of Participants: 3

# Agenda

The agenda for the meeting includes discussing the project progress from last week, reviewing upcoming deadlines, reviewing bugs reported by the QA team, discussing the deployment process, and allowing time for questions and concerns.

# Resolution

The decisions or resolutions reached at the meeting include allocating more resources to resolve the roadblocks in API integration, prioritizing certain bugs during the next sprint, finalizing the documentation before the official release, and discussing potential improvements for the deployment process.

# Summary

The meeting discussed the progress of the project, the roadblocks in API integration, the tight project timelines, the need to prioritize certain bugs, the upcoming release, and the potential improvements for the deployment process.