|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING MINUTES** | | | |
| **Project Name** | Bookzilla | | |
| **Meeting Name** | Bookzilla Weekly Meeting | | |
| **Meeting Facilitator** | Taiwo Akinwale | | |
| **Meeting Details** | Oct. 1, 2023 (Sunday at 5PM) | | |
| **Meeting Invitees** | Quing-Vergel Rosete  Taiwo Akinwale  Alvin Tolentino | | |
| **Minutes: 30** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| The future and appeal of the project | | The meeting was a general meeting on how the project will be carried forward from then on. The stakeholder, Yogesh Sharma also attended the meeting as the group presents how the idea can encapsulate the hearts of many readers and how the project will be different to similar other apps. Cost estimation was also touched up on during the meeting. | |
|  | |  | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Fill out the project management files | | Quing-Vergel Rosete  Taiwo Akinwale  Alvin Tolentino | Oct. 8, 2023 |
| Discuss how the application can be improved and how we can differentiate from other existing apps | | Quing-Vergel Rosete  Taiwo Akinwale  Alvin Tolentino | Oct. 8, 2023 |
| Discuss cost estimates to deduct how salaries and work are distributed | | Quing-Vergel Rosete  Taiwo Akinwale  Alvin Tolentino | Oct. 8, 2023 |