

Meeting Minutes

Team name: 126 - Weather Wizards

Meeting No: 1

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 10:00 PM, July 31, 2024

Matters arising from Previous minutes: No

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
This was the first meeting, so no previous minutes to discuss.		

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Team members selection and Roles assignment	Ice breaking and discussing about each other's area of proficiency. Depending on that, Roles were assigned.	Dan was confirmed as the Project Manager, Lehan as the Data Analyst, and Rehnuma as the UI/UX Designer.	Each team member to begin their respective tasks as per the project plan.

Actions in brief:

- Each team member going over the assignment brief and get ideas on their respective field

Meeting closed at: 10:30PM

Next meeting time, date and location: 10PM, August 8, 2024, Discord

Meeting No: 2

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 10:00 PM, August 8, 2024

Matters arising from Previous minutes: Yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had gone through the assignment brief and tutorial and had idea of all the topics to be discussed in the report	Yes

Confirmation of minutes from last meeting:

Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Project scope and objectives	Discussed and defined the overall scope, requirements and objectives of the weather analysis project.	The project scope and objectives were finalized.	Rehnuma to draft the project scope document by August 14, 2024.
Time management	Discussed the time management, Gantt chart and critical path of the project.	Deadlines and milestones were defined.	Lehan to prepare draft of the topics included for time management in the assignment by August 14,2024
Team and project introduction	Structure and what to be written for the topics were defined.	Dan selected to prepare the draft.	Dan to prepare the draft by August 14,2024.
Rest of the task's assignment	Risk management, monitor and control, closure plan, website outline design were assigned to each member so that everyone can contribute equally.	Risk management was assigned to Lehan, Dan to prepare project introduction and background, closure plan, team introduction ,	Assigned tasks to be drafted by 21 august,2024 by the members

		Rehnuma to prepare monitor and control draft. All team members to contribute in web design outline.	
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Actions in brief:

- Rehnuma to draft the project scope document.
- Lehan to start working on Time management.
- Dan to start drawing the website outline and document project and team introduction.

Meeting closed at: 11PM

Next meeting time, date and location: 10PM, August 14, 2024, Discord

Meeting No: 3

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 10:00 PM, August 14, 2024

Matters arising from Previous minutes: Yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had done their assigned tasks.	Team introduction, Project background, Project scope and requirements, Time management documents are ready.

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Monitor and control	Steps to monitor and control and processes of changes were discussed.	Change process flowchart and monitoring steps were documented.	Rehnuma to draft Monitor and control documents by August 21, 2024.
Risk Management	Defined risks, discussed impact analysis and control strategy.	All risks and their priority and control strategy noted.	Lehan to prepare draft for risk management by August 21, 2024.
Closure Plan	Acceptance criteria, final documentation and post project evaluation requirements were discussed.	Acceptance criteria and requirements were finalized.	Dan to prepare the draft of closure plan by August 21,2024.
Website outline	Website outline's basic structural draft was presented and the member's discussed their ideas on it.	Primary structure was finalized.	The structure to be hand-skipped by the members as per their ideas by August 21, 2024.

Actions in brief:

- Rehnuma to draft the Monitor control document.
- Lehan to draft risk management.

- Dan to draft closure plan.
- Team members to draft the web outline and finalize it.
- Drafts to be shown and discussed with the tutor in the next workshop if issues raised.

Meeting closed at: 11:15 PM

Next meeting time, date and location: 10PM, August 21, 2024, Discord

Meeting No: 4

Location: Discord

Attending: 3

Apologies: 0

Meeting start time: 10:00 PM, August 21, 2024

Matters arising from Previous minutes: Yes

Issues raised from previous minutes	Discussions	Outcome (Resolved?)
If the assigned tasks were done by each of the members	Each member had completed their assigned tasks.	Monitor control, Risk management, closure plan and primary website drafts are ready.

Confirmation of minutes from last meeting: Yes

Outcome of meeting:

Issue	Discussion in brief	Outcome	Action: Name and Timeline
Critical path	Critical path was not correctly following the structure. It was discussed with the tutor.	Critical path was finalized.	Lehan to make the draft by August 24, 2024.
Website structure	The 3 drafts from the members were used to combine into a single website outline.	Website outline finalized.	Dan to digitally draw the website structure by August 24, 2024.
Website features	Discussed the color palette, additional features and discussed it with the tutor.	Color palette, additional features were confirmed.	Dan to include the discussed the color palette and features in the website structure by August 24, 2024.

Actions in brief:

- Finalize the project report.
- Digitally draw the website outline.
- Submit the assignment before the deadline.

Meeting closed at: 11PM