**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**

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| **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:**

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| --- | --- | --- | --- |
| **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**

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| **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** |
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**Confirmation of minutes from last meeting: Yes**

**Outcome of meeting:**

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| --- | --- | --- | --- |
| **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 , Rehnuma to prepare monitor and control draft. All team members to contribute in web design outline. | Assigned tasks to be drafted by 21 august,2024 by the members |

**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**

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| **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:**

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| --- | --- | --- | --- |
| **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-sketched 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**

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| **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:**

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| --- | --- | --- | --- |
| **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 discissed 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**