Project Development Phase
Sprint - 4 - Minutes of the Meeting

Sprint Duration	14-11-2022 to 18-11-2022
Team ID	PNT2022TMID27582
Project Name	Project - Global Sales Data Analytics

Sprint - 4 Meeting #1

Date - 14/11/2022

Minutes

- The report template was discussed, which covers the project overview, the project's goal, requirement analysis, project design, project planning and scheduling.
- Highlighted the project's current performance data, including benefits and drawbacks.
- We reviewed the overall project schedule, which includes the intended start and end dates for each sprint relative to the actual end date.

Sprint - 4 Meeting #2

Date - 16/11/2022

Minutes

- Preferred a template for the PowerPoint presentation and talked about the key points that should be covered in it.
- The standardized theme, which consists of colors, styles, and patterns, was made evident.
- Discussed on how to create self-evident content and how many slides to use to keep the presentation to the fundamentals.