



Meeting Minutes

Date: 23 May 2023 - 12pm
Venue: Virtual - MS Teams
Version 1.3

MEETING ATTENDEES

- Jordan Green
- Cameron Pillay
- Mishra Mohammad

ABSENTEES AND APOLOGIES

- Akhona Mfeke
- Philani Khumalo
- Candice Mchunu

BUSINESS FROM LAST MEETING

- Project Charter required
- Collaboration with client

OPEN ISSUES

- Less details are needed for project charter.
- Deliverables need to be simplified, in terms of client's understanding.
- Sprint 0 to be completed with all relevant documents.
- Key stakeholders need names, as well as client's side members.

NEW BUSINESS

- A release plan for the project is required.
- Team needs to push a bit more to meet deadlines effectively.
- Mr Vanker needs to be spoken to regularly for feedback.
- Project scope needs to be descriptive of what the project is about.
- Product backlog is essential and needed for Sprint 0.

UPDATES AND ANNOUNCEMENTS

- Extension of Sprint 0 has been requested.

ADJOURNMENT

- Next meeting at 14h00 - 24 May