

Meeting Minutes

Meeting Objective: Post-Project Review - Evaluating Project Success and Areas for Improvement

Attendees: Pedro Schwarz (Project Manager), João Teixeira (Team Leader), Heric Pospiecha (External Consultant), Development Team

Venue: Virtual Meeting (Zoom)

Date: 01/03/2025

Items discussed:

No.	Points Discussed
1	What went well?
	<ul style="list-style-type: none">• Successful completion of all core functionalities, including weather data retrieval and user settings.• The application performed well on both iOS and Android platforms.• The project was completed within the allocated budget of \$10,000.• Effective collaboration among team members ensured smooth development and issue resolution.• Comprehensive testing was conducted, leading to the identification and resolution of a critical layout issue on Android devices.• Well-prepared documentation, including the user manual and test reports, submitted on time.
2	What can be improved?
	<ul style="list-style-type: none">• Earlier identification of the layout issue on Android devices could have saved debugging time.• Improved planning for UI/UX design alignment before implementation to reduce rework.• More structured testing phases to catch minor bugs before system testing.• Better communication with stakeholders to clarify feature expectations earlier in the development process.• More frequent review cycles for documentation updates to keep all materials aligned with development changes.

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Developed by: ACBI	Approved by: DoS	Issued: Aug 2023	Review: Aug 2024