Student Project Team Meeting Minutes

Date: October 3th, 2023

Project: DnB-23 Design & Build Project

Phase: Phase 2 - Project Integration, Presentation & Reporting

# 1. Meeting Introduction

- Review of the project introduction.

- Clarification of phase objectives.

# 2. Progress Report

- Each team member briefly describes their progress.

- Issues and challenges faced so far are discussed.

# 3. Task Allocation

- Based on the requirements of Phase 2, responsibilities and tasks for each member are discussed and determined.

- Who is in charge of integrating components?

- Who is responsible for modifying or developing components from Phase 1?

- Who will add new features or innovations?

- Who is responsible for communication and coordination within the team?

# 4. Issues and Solutions

- For issues raised by each member, the team collaboratively discusses and proposes solutions.

# 5. Next Steps

- Set up a project timeline, specifying the completion date for each task.

- Determine the date for the next meeting, which will serve to check progress and address new challenges.

# 6. Meeting Conclusion

- Reiterate the tasks and responsibilities of each member.

- Ensure every member is clear on their next steps.

# 7. Meeting Closure

- Express gratitude for each member's participation.

- Encourage teamwork to ensure the successful completion of the project.