

Minutes of the Meeting

Meeting #11 | 4:07 | May 14, 2023

Attendees:

- Andre Viernes | Project Manager
- Dan Michael Alfaras | Team Leader
- Alyssa Garcia | Team Developer
- Francesca Erin Camino | Team Secretary
- Team Secretary Support | Darrell Royce Lazala

Meeting link:

https://asiapacificcollege.sharepoint.com/sites/PROJMANT3MI201MI203/_layouts/15/stream.aspx?id=%2Fsites%2FPROJMANT3MI201MI203%2FShared%20Documents%2FGroup%2001%20Elite%20Four%2FRecordings%2FElite%20four%20%2B%20%20Weekly%20Meeting-20230514_215727-Meeting%20Recording%2Emp4

0:15 | Introduction

0:27 | Wiki page update (done)

0:31 | GitHub Repository update (done).

0:45 | Open project update (done)

1:40 | Human resource document update (done)

1:58 | Quality Management plan document update (done)

2:05 | Risk Management plan update (done)

2:19 | Communication management plan update (done)

2:31 | Procurement management plan update (done)

2:38 | Implementation plan update (done)

2:59 | Project manager updates the team for the upcoming meeting with Sir Jojo.

3:55 | End of discussion.