

Meeting: Weekly Delivery Standup

Date: 7 Oct

Attendees: Ali A, Sarah B, Tom R, David L

Agenda

- Progress
- Risks
- Dependencies
- Next steps

Discussion

- API gateway story completed
- ETL team missing one data source
- Security review delayed due to backlog
- Stakeholder engagement weak
- Vendor missed sandbox delivery

Risks raised

- Integration may miss deadline
- UAT defects increasing
- Unclear roles for dashboard

Decisions

- Push security review to next sprint
- Reconfirm roles for dashboard build
- Escalate vendor delay

Actions

- Tom to chase vendor
- Sarah to check ETL gap
- David to prepare updated timeline