**TEAM DEVELOPMENTALITY**

**MEETING W/ PROJECT ADVISER**

**April 25, 2023**

**Moderator**: Jakerson Bermudo

**Minutes taker**: Princess Joy H. Ferrer

ATTENDANCE:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Duration | Email | Role |
| Princess Joy Ferrer | 56m 9s | phferrer@student.apc.edu.ph | Presenter |
| Jakerson Bermudo | 56m 1s | jbbermudo@student.apc.edu.ph | Organizer |
| Carl James Garcia | 55m 56s | cagarcia@student.apc.edu.ph | Presenter |
| Mikedale Dellera | 54m 51s | mbdellera@student.apc.edu.ph | Presenter |
| Wilkins Caducio | 54m 45s | wvcaducio@student.apc.edu.ph | Presenter |
| Rark Mowen Alcantara | 42m 31s | rlalcantara@student.apc.edu.ph | Presenter |

**Agenda**

**Discussion about:**

1. Project Start and Project Planning
2. Analysis and Design
3. Project Management Tools and Techniques
4. Deliverables and Target Dates
5. Project Plan and Cost
6. Knowledge Areas in Project Management
7. Change Management and Scope
8. Project Timeline and Working Hours
9. Project Management Template
10. Deadlines and Buffer Time
11. Work Breakdown Structure (WBS)
12. Project Manager's Role and Budget

**Note: Assume labor costs for all activities in your WBS.**

* Research salaries for roles that are part of your project plan.
* Compute for labor costs for number of man-days per work package.
* Compute all other costs related to each work package.