**TEAM DEVELOPMENTALITY**

**MEETING W/ PROJECT ADVISER**

**May 2, 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 Scope and Planning
2. Software Development Life Cycle (SDLC) and Testing
3. Change Management and Approval
4. Project Cost Management
5. Project Schedule and Reporting
6. Documentation Updates