**TEAM DEVELOPMENTALITY**

**Deliverables Discussions**

**April 24, 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**

1. WBS (Work Breakdown Structure) - Discussion on WBS
2. Project Closeout Meeting - Formal acceptance and handover process.
3. Project System and Documentation Handover - Review and update the handover process.
4. Cost Estimation - Discussion on estimating project cost based on actual rates.

Next Steps - Planning for future activities and continuation of the project.

Task Breakdown and Cost Calculation - Explanation of how to estimate time and costs.

Project Management Roles - Clarification on roles and responsibilities.