

Project Meeting Log

SEN 3302- Weekly Report

Group: Group 11

Members: 15031 / 15034/ 14610/ 11316/ 14609

Meeting 01:

Date: 03/01/2025

present:

15031/ 15034/ 11316/ 14609

Agenda:

1. Announcements:

The next meeting is scheduled for 06th January at 8:00 a.m.

2. Progress:

Project Charter creation.

3. Issues:

A member couldn't attend.

4. To Do:

Finalize the scope definition and Scope management plan.

Devinda (15031) should update the weekly log.

Tharushi (14609) should complete the Project Scope Statement Document according to the discussion.

Screenshots of the meetings

This was the first meeting. It was inside the classroom. We couldn't get photos.

Meeting 02:

Date: 07/01/2025

present:

15031/ 15034/ 11316/ 14609/ 14610

Agenda:

1. Announcements:

The next meeting is scheduled for 09th January at 19:00 p.m.

2. Progress:

Finalize the scope definition and Scope management plan.

Devinda (15031) has updated the weekly log.

Tharushi (14609) has completed the Project Scope Statement document.

3. Issues:

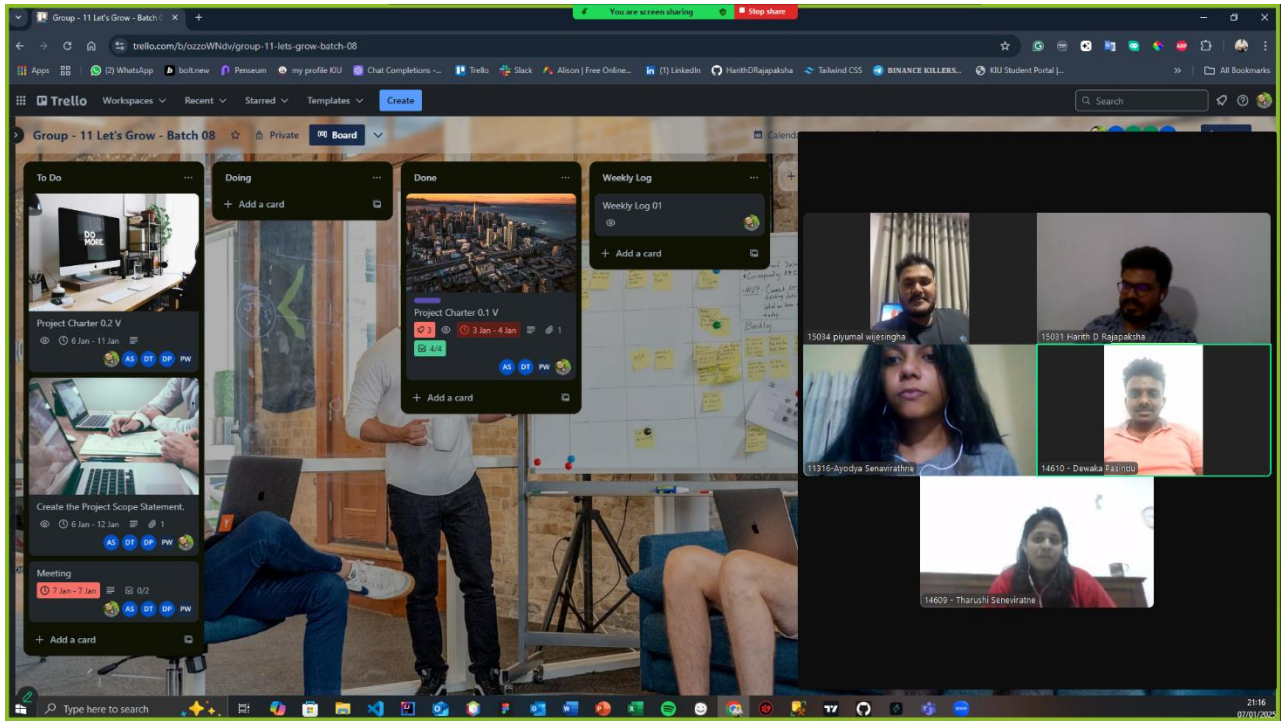
The 2nd meeting is planned 07th January 2025 at 08.00 a.m. but, because of some personal matters members asked to postpone the meeting to same day at 21.00 p.m.

To Do:

Finalize the Project Scope Statement.

Discuss about the business needs of doing this project for the company.

Screenshots of the meetings



Meeting 03:

Date: 09/01/2025

present:

15031/ 15034/ 11316/ 14609/ 14610

Agenda:

1. Announcements:

The next meeting is scheduled for 13th January at 19:00 p.m.

2. Progress:

Finalize the Project Scope Statement, but we must ask for permissions.

Finalize the business need of the project.

Devinda (15031) has updated the weekly log and submitted.

Tharushi (14609) has completed the Project Scope Statement documentation.

3. Issues:

Everything happened as we planned.

To Do:

Get approval for the Project Scope Statement.

Find research papers and share with teammates.

Get approval for the Charter.

Screenshots of the meetings

