

Meeting Minutes

Date: January 3, 2025
Time: 10:00 AM
Location: Zoom Meeting

ATTENDEES		AGENDA	
<ul style="list-style-type: none">▪ Alice Johnson (Project Manager, oversees project timelines and milestones)▪ Bob Smith (QA Lead, responsible for ensuring quality assurance)▪ Charlie Davis (Developer, specializes in backend development)▪ Dana Lee (Marketing Specialist, manages the marketing campaign)▪ Evelyn Brown (UI/UX Designer, focuses on user interface improvements)▪ Frank Miller (Data Analyst, provides insights and analytics for decision-making)▪ Grace Taylor (Content Strategist, develops and curates content for campaign)		<ol style="list-style-type: none">1. Project Updates:<ul style="list-style-type: none">▪ Team members shared progress on ongoing projects.2. Marketing Campaign:<ul style="list-style-type: none">▪ Completion is at 75% with major milestones achieved, including the content calendar and ad designs.3. Upcoming Deadlines:<ul style="list-style-type: none">▪ Identified critical deadlines for the app launch scheduled for February 15, 2025.▪ Adjusted timelines for UI testing to address delays caused by resource constraints.4. Resource Allocation:<ul style="list-style-type: none">▪ Discussed the need for additional testing tools for the QA team.▪ Approved the purchase of TestRail licenses to enhance efficiency in tracking test cases.5. Action Plan for Next Steps:<ul style="list-style-type: none">▪ Finalize the beta version of the app by January 20, 2025.▪ Launch the social media teaser campaign by January 10, 2025.▪ Assign bug-fixing tasks to the development team.	
DECISIONS MADE		ACTION ITEMS	
<ol style="list-style-type: none">1. Approved additional budget for purchasing QA tools.2. Extended the deadline for UI testing to January 25, 2025.3. Implemented a new communication tool (Slack) for better team collaboration.		<ul style="list-style-type: none">▪ Alice Johnson to finalize the beta version of the app by January 20, 2025.▪ Bob Smith to provide a detailed report on the testing process by January 15, 2025.▪ Charlie Davis to organize a training session for using Slack by January 12, 2025.	
Notes:			
<ol style="list-style-type: none">I. Ensure all team members are familiar with the new communication tool before the next meeting.II. Follow up with the design team to confirm delivery of the final ad assets by January 8, 2025.			

Next Meeting:
Date: January 17, 2025
Time: 10:00 AM
Location: Zoom Meeting

Prepared by:
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