

GROUP 24 MEETING 1 (WEEK 5)

Date: 29/03/2023

Attendance of meeting: Damon, Brian, Belal, Disha, Rahul

Meeting Length: 50 minutes

Meeting Agenda: Finalize workload, ensure all the team are on the same page, get started on the first stage of development for the FlyDreamAir's landing page.

Progress so far: In this meeting the team met to discuss what has been accomplished so far, if any issues were encountered and what the objectives are to be completed by next week. We analyzed all three projects, and finished justifying the project option that is best suited for our team, as well as started constructing a business case and project charter to propose to stakeholders so development of the system can begin.

Action Plan for the rest of the week week:

- Finish project charter
- Design the user interface of the FlyDreamAir system.
- Speak with the stakeholders and get their approval on the project.
- Speak with FlyDreamAir about funding and budget allocation.

Backlogs:

▼ WEEK 5 SPRINT 29 Mar – 5 Apr (4 issues)

0 0 0 Complete sprint ...

Complete the 3 listed issues by the end of next week.

CSIT-19 speak with fly dream air about project budget	TO DO	
CSIT-7 finish project charter	IN PROGRESS	
CSIT-2 Speak with stakeholders about project approval	IN PROGRESS	
CSIT-1 Design UI of Website	IN PROGRESS	

+ Create issue

