

MEETING 9 - GROUP 24

Attendance: Damon, Brian, Belal

Date: 03/05/2023

Progress Report: This week has been a good week in terms of progress. Damon has completed the majority of the front and back-end for FlyDreamAir's website. The website is fully functional as of now, however slight adjustments need to be made to the UI to make it seem more professional. Brian has finished the WBS Breakdown, WBS Schedule and is close to finishing the Risk assessment. Belal has completely finished his part of the project, and will oversee and help the rest of the team along with Damon now that the website is almost complete to ensure the team finishes on time with the required deliverables.

Overall Review: This meeting was a silent one, due to external circumstances not all meeting attendees were able to speak to each other, to overcome this we utilized the streaming feature on discord and typed to each other in the group chat we created. Progress this week is again going steady, the potential problem with the implementation of the project that posed last week has been resolved through some software that Damon found online to assist him.

Potential Problems: Disha and Raull were unable to attend this meeting. This in itself is not inherently a problem, however the inability to see their progress this week may lead to potential problems down the line if they find any issues in their work. We plan to remeet this week and discuss how they are going in relation to the project due date and work required.