

## 6 - Meeting Notes: presentation planning & starting with Confluence



Date: 23, April 2022



### Participants

- @ Hendrik @ Alice Villar @ Sharon Wong @ Gennaro Coppola



### Agenda

Discuss the project presentation.

Alice will present an initial draft for our PowerPoint.

Alice will show our Confluence spaces and the team will discuss if we will do our Scrum daily stand-up meetings with Confluence.

Each member of the team will share his or her progress on assigned tasks.



### Notes

- Alice has presented the draft of the PPT for the project presentation
- We have further discussed the content on the PPT of the project presentation
- We finalized Gantt Chart and Budget graph 1.



### Action items

- Add some information on the roadmap and test part on JIRA
- Work on the script, PPT and video for the project presentation.
- The whole team must work on our testing plan.
- Do PERT diagram and the Budget graph 2.



### Next meeting agenda

- Discuss the script and PPT for the project presentation
- Further, discuss the changes that need to be made on the project (E.g what documents need to create and prepare)