

12th team meeting [4/2022] will be held via ZOOM at 12.00 pm on Sunday, 10 April 2022

Agenda

Chairperson: Tamarakuro Joseph Aduwari

Secretary: Tamarakuro Joseph Aduwari

1. Apologies

-None-

2. Presentations

Database updates shall be presented, and issues identified shall be raised to guide our discussion on quality assurance.

3. Objectives

- 3.1. Discuss next step of generating indicators
- 3.2. Discuss quality assurance methods to propose to client
- 3.3. Plan for meeting with client
- 3.4. Review milestone requirements and make a plan of action
- 3.5. Discuss working schedule over holiday

4. Problems and solutions

Last meeting overshoot should be avoided in the future, therefore separating team working sessions from project management meetings should be considered.

5. Other Issues

-None-