Agenda for Financial Aid Support AI Group Gold

Meeting Objective: Review project progress, discuss upcoming tasks, and plan for the next development phase.

Agenda:

* Welcome all team members. Briefly review the meeting agenda.

Project Progress Update (15 minutes)

* The Project Manager provides an overview of the current project status.

AI Developer, Data Analyst, and UI/UX Designer provide updates on their respective tasks and milestones achieved. Budget Review (10 minutes)

* Review the estimated budget, including salaries, hardware, and other expenses. Discuss any budget adjustments or concerns. Timeline and Milestones (10 minutes)
* Review the estimated due dates for deliverables. Check if any tasks or milestones are behind schedule and discuss ways to catch up. Hardware Requirements (10 minutes)
* Discuss the estimated hardware requirements and whether they meet the project's needs. Consider any additional hardware needs. Open Discussion and Q&A (15 minutes)
* Allow team members to raise questions, concerns, or suggestions. Address any project-related issues or challenges. Next Steps and Action Items (10 minutes)
* Define specific tasks and responsibilities for the upcoming weeks. Set priorities and assign action items. Note About Next Meetup (1 minute)
* Reminder: The next meetup will be on Thursday at 6 pm. Discuss briefly what will be covered in the next meeting.
* Meeting Conclusion (4 minutes)
* Summarize key takeaways and action items. Confirm the date and time for the next meeting.

**Note About Next Meetup:** The next meetup will be on Thursday at 6 p.m. to discuss the agenda and next plans for the project.