2024-09-18 Meeting notes

Date

18 Sep 2024

Attendees

- Jericha Tolopa
- Isaac Jacob
- Virginia Whemby
- Kathryna Turi

Goals

- Discuss project scope for existing project - Project charter
- Discuss project requirements
- Discuss project scheduling - gantt chart & work breakdown structure
- Assign tasks

Discussion items

Time	Item	Who	Notes
15 mins	Project scope	Kathryna Turi	- Using existing project and identiying improvements - improve user experience - View the webpage from the client perspective to identify the scope - Group members giving their evaluation of the webpage - Font size may not be readable Jericha Tolopa - Improve feedback - hover, color Virginia Whemby - Improve background image Virginia Whemby - Project in-scope - Creating payment page
5 mins	Requirements	Jericha Tolopa Kathryna Turi	- User-testing - Using visual studio code to edit code and browser (Brave)
10 mins	Project scheduling	Virginia Whemby Kathryna Turi	Focus Documentation -project charter and work breakdown structure

Action items

- ☐ *Create Project Charter -Scope, objectives, responsibilities* Jericha Tolopa
- ☐ *Create Work Breakdown Structure* Jericha Tolopa
- ☐ *Gantt chart* Kathryna Turi
- ☐ *Backlog* Virginia Whemby