# Meeting Minutes: zdas

Date: [Current Date]

Attendees: as

Meeting Topic: zdas

## Discussion & Actions

Discussed the ongoing integration phase of the 'zdas' initiative. Reviewed progress against the Q3 milestones, particularly stabilization of the core transaction engine. Assessed the impact of the recent security audit findings and identified necessary internal controls adjustments. Addressed resource allocation for upcoming user acceptance testing (UAT) cycles.  
  
Key discussion points:  
  
\* Progress update on core 'zdas' transaction engine stabilization efforts; confirmed completion of Module Alpha as projected.  
\* Impact assessment of the recent security audit: prioritized implementation of recommended controls in Module Beta rollout phase.  
\* Decision to allocate additional QA resources dedicated solely to UAT preparation for the next 'zdas' module, scheduled for release next month.  
\* Discussion regarding potential external expertise for a specific technical bottleneck identified during integration testing; exploration for viable solutions is underway.  
  
Action Items:  
  
1. \*\*Module Beta Control Implementation:\*\* John `as` is responsible for implementing the required security controls identified in the audit report. Deadline: EoM (End of Month).  
2. \*\*UAT Environment Readiness:\*\* Sarah `as` and the QA team must ensure the UAT environment for 'zdas' Module Beta is fully configured and documented for internal stakeholders. Deadline: Month End + 1 week.  
3. \*\*Technical Bottleneck Analysis:\*\* Dave `as` will research potential solutions for the identified technical bottleneck and present options to the next steering committee meeting. Deadline: Month End.  
4. \*\*Resource Allocation Formalization:\*\* Heidi `as` will finalise and distribute the updated resource allocation plan reflecting the dedicated QA resource for UAT preparation. Deadline: Month End.