A close up of a logo

Description automatically generated

|  | Meeting Minutes |
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# Call to order

A meeting of **CryptoCast** was held at **the company’s discord channel** on **06/05/2020 5pm Sydney time**.

# Attendees

Attendees invited:

-Adam Matthew Gong

-Jaireet Hujan

-Jaswinder Kaur

-Kiran Thind

-Long Quang Le

-Mukan Sandhu

-Saamir Hye (Assistant Project Manager)

-Kishen Kumar (Project Manager)

# Members not in attendance

Members not in attendance.

-Jaireet Hujan

-Jaswinder Kaur

# Approval of minutes

This minute is to be approved by the project manager and the assistant to project manager

# Reports

This meeting purpose is to update on member tasks and progress. All tasks are mostly divided and aimed to be completed weekly failure to do so means that the member need other members to cover their effort and help them to finish their tasks as soon as possible. Theses tasks are meant to be start at Monday this week and finish next week Wednesday.

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| Task name | Member Assigned | Status |
| Project Scope | Muskan | Review in progress |
| Project Schedule | Long | Completed |
| WBS and Gantt Chart | Long | Completed |
| Cost management plan | Kiran and Jaswinder | In progress |
| Human Resources plan | Kishen | In progress |
| Requirements management plan | Long, Muskan, Jaswinder, Kiran, Jaireet | Near completion |
| Functional Requirements | Long | Completed |
| Use Cases | Long, Muskan | In progress |
| Feasibility Study | Jaswinder, Kiran, Jaireet | In progress |
| Risk management plan | Saamir | In progress |
| Project communication plan | TBA | Waiting for predecessor tasks |
| Project stakeholder management plan | Adam | Near completion |

# Unfinished business

Not much self- effort are being put by kiran or jaswinder in regards to researching, evluating and working on their tasks. No communication are happening between them and the rest o the group and at this point no work has been done by them yet.

# New business

Members are now to read each other parts and work to ensure the consistency between the ideas and tasks. Most importantly it’s consistency against the Work breakdown structure and the Cost management plan.

# Announcements

No big announcements were made.

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| Secretary |  | Date of approval |