Tech Titans
Meeting Agenda
Date: 09 May 2025
Time: 14h00 – 15h30 (1 Hour 30 mins)
Location: WhatsApp Call

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1. Greetings & Quick Check-In (7 Minutes)

- Brief welcome & attendance confirmation.

2. Topics of the Day (53 Minutes Total)s

A. Bug Review & Resolution (15 Minutes)

- Discuss critical bugs introduced in the last project update.

- Assign ownership for fixes (Front-end/Back-end/QA).

B. Syntax Errors (10 Minutes)

- Prioritize high-impact syntax errors affecting functionality.

- Confirm testing protocols before next deployment.

C. Back-End Updates (10 Minutes)

- Review pending upgrades (libraries, security patches, performance tweaks).

- Assign tasks for seamless integration

D. Additional Key Points (8 Minutes)

- **Documentation:** Ensure all changes are logged (Confluence/GitHub Wiki).

- **Sprint Planning:** Align on next sprint goals if time permits.

3. Open Discussion (10 Minutes)

- Team suggestions/roadblocks not covered earlier.

- Quick wins or low-effort high-impact tasks.

4. Apologies & Action Items

- Any members leaving early? Key takeaways for them.

- **Next Steps:**

    o Bug fix ETA updates by [15 / 05 / 25].

    o Syntax error resolution assigned to [All team members].

END OF MEETING