

Communication with Miss – Team Alpha

MINUTES OF COMMUNICATION

Communication #01

Date & Day: 1st August 2025 , Friday

Starting Time: 11:20 AM (approx)

End Time: 11:35 AM (approx)

Platform: In-Person (Miss Room → Ground Floor(UBIT))

Attendance: Team Alpha + Miss

AGENDA:

- Review of project documents (Project Plan, Project Charter, Business Case)
 - Questions by Miss regarding project idea, target audience, and problem statement
 - Feedback and suggestions from Miss
 - Guidance for next steps
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DISCUSSION POINTS:

1. **Review of Documents:**
 - Miss checked the **Project Plan, Project Charter, and Business Case**.
 - She carefully reviewed the vision, scope, and objectives of the project.
2. **Questions by Miss:**
 - Why did the team choose this particular project?
 - Whose idea was it originally?
 - What problem have you identified that the project will solve?
 - Who is your target audience?

→ Each question was answered by team members, explaining the reasoning behind the chosen project, the identified problem, and the target users.

3. Feedback from Miss:

- Suggested adding a **Marketing Strategy** section in the **Project Plan**.
- Emphasized the importance of outreach and creating awareness for the system.

4. Future Documentation Guidance:

- Miss instructed the team to maintain:
 - **A Team Meeting Minutes Document** (record of all team meetings).
 - **A Communication with Miss Document** (record of all discussions with her).

ACTION ITEMS:

- Add a **Marketing Topic/Section** in the **Project Plan** (Responsible: Shaheer & Hasan).
- Create a **separate MOM document** for **all team meetings** (Responsible: All members, compiled by Project Manager).
- Create a **separate MOM document** for **Team Alpha & Miss communications** (Responsible: Project Manager).

NEXT STEP / WAY FORWARD:

- Update the Project Plan with a **Marketing Section**.
- Maintain two running documents:
 1. **Team Meetings MOM**
 2. **Team Alpha & Miss Communication MOM**
- Review updated Project Plan with Miss in the next session.