Minutes

Macrosoft – Meeting Week 10

09/05/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

* Each team member provided updates on the progress made during the ninth week of the project.

# Communication and Stakeholder Discussion

* The team discussed the importance of effective communication and stakeholder management in the project.
* The status and progress of the project were communicated to relevant stakeholders, ensuring transparency and alignment with expectations.
* The team reviewed the communication channels and methods used to engage stakeholders and gather their feedback.
* It was agreed to maintain regular communication, address stakeholder concerns, and provide timely updates throughout the deployment phase.

# Project Quality Discussion

* The team reviewed the testing and quality assurance activities conducted before.
* The team discussed any remaining requirements or areas that may require further attention.
* It was agreed to perform a final round of validation before the deployment.

# New Task Allocations

* The team continues to focus on existing tasks from before.

# Next Meeting

11/04/23 | 1 hour