Minutes

Macrosoft – Meeting Week 11

16/05/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

* Each team member provided updates on the progress made during the tenth week of the project.
* Everyone is up to date with their allocated work.

# Business Case Discussion

* Feasibility study is in progress.

# Project Procurement Discussion

* The team discussed the procurement activities required for the project.
* The team identified any potential procurement risks or challenges.

# New Task Allocations

* New tasks have been assigned to the different group members on Trello.
* Mitch is happy to focus on finalizing project scope.
* Rhys and Soham are happy to focus on drafting risk management.
* Brad is going to focus on finalizing WBS & Gantt Chart.
* Huy is happy to tidy up project documentation and meeting minutes and define project milestones.
* Sourav is going to create a cost-benefit analysis and version control.

# Next Meeting

22/05/23 | 1 hour