Minutes

Macrosoft – Meeting Week 5

28/03/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch

# Progress Report Summary

* Everyone is understanding the idea and goals of the project, however, work needs to be allocated to people so they know what they need to do.
* Group members are happy to use Trello for work assignments and to track progress.

# Business Case Discussion

* Need to conduct further analysis of the business and create a feasibility report and risk assessment.

# Project Scope

* All are in agreement to keep the system as simple as possible for the design to lay a foundation work off.
* Focusing on a website for both desktop and mobile devices is the goal, instead of having a separate mobile application.
* Gantt chart is still under development for the project scope.

# New Task Allocations

* New tasks have been assigned to the different group members on Trello.
* Mitch is happy to focus on the business case.
* Rhys is happy to focus on the front-end layout design and features.
* Brad is going to focus on getting the MS project file set up (Adding project resources, work week, etc.)
* Random tasks have been assigned to members who are not in attendance.

# Next Meeting

04/04/23 | 1 hour