Minutes

Macrosoft – Meeting Week 6

04/04/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

* Everyone is understanding the idea and goals of the project.
* Everyone is up to date with their allocated work.
* Brad shared insights on resource allocation and highlighted any challenges faced in terms of team availability or skillsets.

# Business Case Discussion

* Feasibility study is in progress.

# Project Risks Discussion

* The team engaged in a discussion on potential risks and mitigation strategies for the project.
* Each team member identified risks specific to their areas of responsibility and proposed appropriate mitigation measures.
* Risks such as delays in data integration, cybersecurity vulnerabilities, and scope creep were discussed and prioritized.
* Strategies for mitigation were created and allocated to relevant team members, such as conducting frequent security audits, keeping clear communication lines, and constantly monitoring project scope.

# New Task Allocations

* New tasks have been assigned to the different group members on Trello.
* Mitch is happy to focus on the feasibility study.
* Rhys is happy to focus on drafting some UI prototypes for the interface.
* Brad is going to focus on creating Gantt workflow draft from start to finish.
* Huy is happy to create a use case diagram for the project.
* Soham is going to create a risk management breakdown.
* Sourav is going to create a weighted scoring model.

# Next Meeting

18/04/23 | 1 hour