Minutes

Macrosoft – Meeting Week 7

18/04/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

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

# Project Scope Review

* The team reviewed the project scope to ensure alignment with the initial requirements and objectives.
* The team discussed any requested changes or additions to the scope and evaluated their feasibility and impact.
* The team emphasized the importance of managing scope creep and maintaining focus on the project's core deliverables.

# Risk Management Review

* The team revisited the identified risks and reviewed the effectiveness of the mitigation strategies implemented.
* The team agreed to continue monitoring and addressing risks proactively throughout the project.

# 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 and Soham are happy to focus on finding IDE and begin prototypes for customer-facing website.
* Brad is going to focus on creating WBS dictionary for the project.
* Sourav and Huy are going to develop use case diagrams for the booking process on the website.

# Next Meeting

25/04/23 | 1 hour