Minutes

Macrosoft – Meeting Week 8

25/04/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

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

# Project Timeline Review

* The team reviewed the project timeline and milestones, ensuring alignment with the remaining tasks and deliverables.
* The project is still on schedule, and the team has made substantial progress toward completion.

# Project Quality Discussion

* The team discussed the importance of quality assurance and testing for the project.
* The team reviewed identified any remaining issues or areas that require further testing and improvement.
* It was agreed to allocate dedicated time for final adjustments before the project's launch.

# New Task Allocations

* New tasks have been assigned to the different group members on Trello.
* Mitch is happy to focus on the project charter.
* Rhys is happy to focus on the development of the staff version of the website.
* Sourav is going to begin drafting activity diagrams for the website.
* Brad, Huy and Soham will assist other members with their tasks.

# Next Meeting

02/05/23 | 1 hour