Minutes

Macrosoft – Meeting Week 9

02/05/23 | 1 hour

# In Attendance

Bradley, Rhys, Mitch, Sourav, Soham, Huy

# Progress Report Summary

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

# Project Change and Control Discussion

* The team discussed the importance of change and control management in the project.
* The process for handling change requests, assessing their impact, and obtaining necessary approvals was reviewed.
* The team emphasized the need for maintaining proper documentation of changes and ensuring effective communication with stakeholders.

# Project Resource Discussion

* The team discussed resource allocation for the remaining tasks and deliverables of the project.
* Each team member provided an overview of their current workload and resource requirements.
* The team collaborated to optimize resource allocation, ensuring a balanced workload and efficient utilization of available resources.

# New Task Allocations

* The team continues to focus on existing tasks from last week.

# Next Meeting

09/05/23 | 1 hour