# Week 5 – Meeting Minutes (Temporary until Huy provides his template)

Topic and discussion points of meeting minutes will continue to change through project lifecycle.

28/03/23 – 1 hour

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Member** | Bradley | Rhys | Mitch | Soham | Sourav | Huy |
| **Attendance**? |  |  |  |  |  |  |

31/03/23 – 15 minutes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Member** | Bradley | Rhys | Mitch | Soham | Sourav | Huy |
| **Attendance**? |  |  |  |  |  | Sick |

Meeting times still being discussed, unattendance can be due to differing schedules.

# Meeting Minutes

Progress Report Summary

* Where each group member is up to with their allocated task.
* Quick questions about the tasks.
* Feedback on the work that has been completed.

Business Case discussion

* Discussion of existing business
  + Identifying the requirements
  + Costs and benefits
  + Feasibility of the project

Project scope

* Discussing scope of the project
* Discuss resources required for project.

New Task allocations

* Discuss what tasks you would like to do next or continue to complete.
* Group leader assigns tasks on Trello.

# Meeting discussion:

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 happy to use Trello for work assignment and to track progress.

Business Case discussion

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

Project scope

* All in agreeance to keep the system as simple as possible for the design to lay a foundation to work off.
* Focusing on a website for both desktop and mobile device is the goal, instead of having a separate mobile application.
* Gannt chat still under development for 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 were absent to the meetings.