

Project Closure: Executing Final Stages for Software Release

This meeting agenda will serve as a document containing a set of procedures and tasks that must be completed prior to the official release date of April 21st, 2023. This deadline will allow for preparation of a final report with details regarding the software development process, system architecture, planning and implementation, and testing. Additionally, this will also provide the team with sufficient time to prepare for the final presentation on April 28th.

As of April 1st, no additional features will be implemented, and all existing functionalities must be integrated. In the event that there are complications during integration, the team must pass software bugs back to developers to debug. If bugs are not resolved within the first week of April, the feature must undergo a feasibility analysis.

Date	Task	Key People
April 2 nd – April 12 th	Debugging/ Integration	Backend Team
April 10 th – April 15 th	UI/UX	Sowmya
April 2 nd – April 15 th	Testing	Testers
April 16 th – April 20 th	Software Refining	Developers
April 21 st – April 27 th	Report and Presentation	All

After April 1st, as a group, we have decided we will NOT implement additional features as this impacts the database, backend, UI/UX and reports.

Some features may be incomplete, in that case, we will be outlining these features as “Next Release.” Software products especially in Scrum are constantly refined, updated and released. Thus, we do not have to have a timeline that is feature heavy as long as it emphasises usability and user experience while also taking into consideration the role of staff members, then we will be on track for the creation of a good interactive timeline.