Get IT CSS App Project

# Group Meeting Minutes

Date: 25/08/2023 12:14:00 PM

Time:8:09 PM

Attendees: George Tongariro, Alyssa Pilbrow, Alexander Butt, Vijendra Singh

Scrum Master: Alexander James Butt

Taken By: Alexander James Butt

## Agenda

* Draft Gantt chart review
* Draft Budget review
* Draft Risk Register review

## Actions

* Create second budget option.
* Add more risks to the risk register as they arise.
* Make gantt chart more agile.

## Agenda Item: Name of Item

### Discussion

All reviewed items where looking good but needed a little more work done as seen in the actions list.

### Conclusions

Meeting was very informative and has given us some good points to work on.

### Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
|  |  |  |

Finalise gantt chart Alyssa Pilbrow 25/08/2023

Make second budget Vijendra Singh 25/08/2023

Add any new potential risks whole team ongoing