Get IT CSS App Project

# Group Meeting Minutes

Date: 25/08/2023

Time:8:34 pm

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

Scrum Master: Alexander J Butt

Taken By: Alexander J Butt

## Agenda

* Finalise and approve Gantt Chart
* Finalise and approve budget
* Approve current risk register

## Actions

* Add more information to the budget to help convey the reasons for spending more on the project.
* Project closure prosses sprint added to the gantt chart then it will be approved.

## Agenda Item: Name of Item

### Discussion

Client would like to see the benefits of the blowen out budget before approving it.

### Conclusions

Most of the documentation has been approved and the rest will be reviewed on the 28/08/23. the gantt chart will also need to be updated to include the closure prosses.

### Actions

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

Descriptions of the different budgets Vijendra 28/08/2023

Add project closure to gantt chart Alyssa 28/08/2023