Get IT CSS App Project

# Group Meeting Minutes

Date: 11/09/2023

Time:2:09 pm

Attendees: List of who was present

Scrum Master: Scrum Master this week

Taken By: Who took the minutes

## Agenda

## **Budget Change Overview**

## Provide a brief overview of the major budget change.

## Explain that the original budget of $73,000 has been increased to $100,000.

## Highlight the source of the additional $27,000 from the government for new tech products.

## **Accessing Additional Funds**

## Discuss the process for accessing the additional $27,000.

## Clarify that the funds will be available from 1st November 2023.

## Emphasize the importance of adhering to the process.

## **Change Request Submission**

## Explain the requirement for submitting a Change Request form.

## Discuss the components and details that should be included in the form.

## Provide guidance on the submission deadline.

## **Project Adjustments**

## Review the current project scope and deliverables.

## Brainstorm necessary adjustments to the project plan to reflect the increased budget.

## Consider how the budget change affects timelines and objectives.

## **Client Input and New Features**

## Open the floor for the client to provide input on the budget change and project adjustments.

## Discuss any specific requirements or expectations from the client.

## Encourage the client to share any ideas or preferences for new features or enhancements.

## **Next Steps and Action Items**

## Summarize key takeaways from the meeting.

## Assign action items to participants, specifying responsibilities and deadlines.

## Confirm the schedule for the next meeting or follow-up.

## Actions

* Increase testing budget to 10,000
* Contingency budget 6,000
* Increase the Security budget to 5,000
* Key takeaways from the meeting were summarized.
* Action items were assigned to participants, specifying responsibilities and deadlines.
* The schedule for the next meeting or follow-up was confirmed.
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* Action items were assigned to participants, specifying responsibilities and deadlines.
* The schedule for the next meeting or follow-up was confirmed.

## Agenda Item: Name of Item

### Discussion

Discussed about how the new funding will be divided into certain task.

Assign different task for team members to do.

### Conclusions

Will increase the spending on security and testing part.

Team members will start with the project wireframe to give client a better idea of this product.

### Actions

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Changing current budget  In order to have better usage of the new funding | all |  |