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| CIRPAE Team Meeting | March 30th, 20233:30PM – 4:00PMSwinburne: ONLINE, MICROSOFT TEAMS |

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| Meeting called by: | Aidhan | Type of meeting: | Supervisor |
| Chair: | Aidhan | Note taker: | Huy |

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| Attendees: | Aidhan, Thomas, Huy, Numil, Habib, Zahin, Naveed Ali(Supervisor) |
| Apologies | None |

# Minutes

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| Agenda item: | Revising Project Plan and SQAP | Presenter: | Aidhan |

#### Discussion:

#### Reviewing of 2-8 within Project Plan

#### Examples of how to improve:

#### Critical Success Factors

#### Delivarables

#### Budget

#### External Dependencies

#### Project Timeline

#### Further explanation of SQAP. What should we edit and alter to ensure quality of work.

#### Conclusions:

* Plan: Review 2-8 and be more:
  + Specific.
  + Relevant to the project.
  + Company like with the budget to be like an actual wage.
  + Concise with the timeline and Deliverables
* SQAP: Review each area and alter things to be much more relevant to the Project Plan

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Complete Project Plan | Full team | 2/04/2023 |
| * Complete SQAP | Full team | 2/04/2023 |
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