

GSD__Project Timeline & Meeting Minutes

Meeting Date	Agenda	Team
26/03/2024		
	Discuss and review the project timeline and milestones.	Project Manager, Developer, UI&UX, Implementation&Prototype
	Discuss any challenges faced.	All TM
	Update on development progress and tasks completed.	Developer, UI&UX, Implementation&Prototype, Tester
	Review UI&UX design and gather feedback.	UI&UX
	Discuss prototype progress and next steps.	Implementation&Prototype
	Plan for the upcoming testing phase.	Tester, QA
	Clarify requirements and user stories for the upcoming tasks.	Business Analyst
09/04/2024		
	Review progress on tasks from the previous meeting.	All TM
	Discuss any roadblocks encountered.	All TM
	Update on development and prototype progress.	Developer, Implementation&Prototype, Tester
	Review and finalize UI&UX designs.	UI&UX
	Plan for integration and implementation.	Developer, Implementation&Prototype
	Define testing criteria and prepare test cases.	Tester, QA
	Discuss any changes to requirements or user stories.	Business Analyst
16/04/2024		

	Review progress on tasks from the previous meeting.	All TM
	Address any issues hindering progress.	All TM
	Update on development and integration efforts.	Developer, Implementation&Prototype
	Finalize UI&UX designs and gather feedback.	UI&UX
	Discuss testing results and resolve issues.	Tester, QA
	Discuss the project timeline and adjust it if necessary.	Project Manager
	Confirm requirements alignment.	Business Analyst
23/04/2024		
	Review progress on tasks from the previous meeting.	All TM
	Discuss any impediments to progress.	All TM
	Update on development and integration status.	Developer, Implementation&Prototype.
	Evaluate UI&UX designs and make final adjustments.	UI&UX
	Test software functionality and report bugs.	Tester, QA
	Review and adjust the project timeline if necessary.	Project Manager
	Validate requirements and ensure alignment.	Business Analyst
30/04/2024		
	Review progress on tasks from the previous meeting.	All TM
	Discuss any outstanding issues or concerns.	All TM
	Update on development and integration efforts.	Developer, Implementation&Prototype
	Finalize UI&UX designs and address any last-minute changes.	UI&UX
	Conduct final testing and quality assurance.	Tester, QA
	Prepare for project deployment and go live.	All TM
	Confirm all requirements have been met.	Business Analyst
07/05/2024		

	Post-implementation review and feedback gathering.	All TM
	Discuss any issues arising post-deployment.	All TM
	Address any immediate concerns and bugs.	All TM
	Plan for future iterations and updates.	All TM
	Evaluate project success against initial objectives.	All TM
	Celebrate achievements and acknowledge contributions.	All TM
	Wrap-up and adjourn.	All TM