Meeting Minutes For Project Management

Project Name: Horizon Mobile App Development

Date: July 11, 2024

Time: 2:00 PM - 3:00 PM

Location: Zoom Meeting

Meeting Facilitator: James Carter

Attendees:

- James Carter (Project Manager)
- Anna Roberts (Lead Developer)
- Michael Lee (UI/UX Designer)
- Natalie Green (Marketing Specialist)
- Kevin Adams (Quality Assurance)

Agenda

1. Project Status Update
2. Review of Current Tasks
3. Upcoming Milestones
4. Risk Assessment
5. Q&A

1. Project Status Update

- **James Carter** provided an overview of the project's progress, highlighting that the initial development phase is complete and beta testing is about to begin.
- The project is currently on schedule, with no major delays reported.

2. Review of Current Tasks

- **Anna Roberts** reported that the backend functionalities are 75% complete, and frontend development is progressing well.
- **Michael Lee** mentioned that the initial design mockups have been approved, and the team is working on high-fidelity prototypes.
- **Natalie Green** shared that the marketing campaign is in the planning stage and will be ready for execution by the end of the month.
- **Kevin Adams** updated that the test cases for the beta version are being finalized.

3. Upcoming Milestones

- Completion of backend functionalities by July 20, 2024.
- Beta testing commencement on July 18, 2024.
- Finalization of marketing campaign by July 25, 2024.
- Release of the first beta version to selected users by July 28, 2024.

4. Risk Assessment

- **Anna Roberts** raised a concern about potential delays in backend development due to server issues.
- **James Carter** suggested implementing a backup plan and coordinating with the IT department to ensure server stability.
- **Michael Lee** noted the need for additional design resources if the high-fidelity prototypes require significant revisions based on feedback.

5. Q&A

- **Natalie Green** asked about the timeline for the public launch. James Carter confirmed it would be scheduled post-beta testing, targeting mid-August.
- **Kevin Adams** inquired about the process for collecting beta user feedback. James Carter suggested using surveys and direct user interviews for comprehensive insights.

Action Items

- **Anna Roberts** to provide a status update on backend development by July 14, 2024.
- **Michael Lee** to finalize high-fidelity prototypes and present them to the team by July 15, 2024.
- **Natalie Green** to complete the marketing campaign plan and submit it for review by July 20, 2024.
- **Kevin Adams** to finalize test cases and prepare for beta testing by July 17, 2024.

Next Meeting

- **Date**: July 18, 2024
- **Time**: 2:00 PM
- **Location**: Zoom Meeting

Meeting Adjourned: 3:00 PM

Minutes Prepared by: James Carter