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