Finequity PM meetings

Feb 5, 2025
Attendees:
Marc
Kaushal
Mosope
Ademola

Agenda Items:
- Thoughts on the final demo day
- Project overall
- Handoff doc
- PS Team (wrote epics for UXW tasks)

Action items
Hold a working session on friday afternoon to finish handoff doc

Jan 29, 2025
Attendees:
Marc

Agenda Items:
- Leads meeting next week
- Briane email
- UR-completed a usability testing, working session tomorrow
- Design-finished Hi-fidelity design today
- PS-Helping out with Kanban board,Tanmay reached out to me
- Dev

Action items:
Follow up with Morgan because of no response to email sent.
Follow up with briane to ensure availability for Demo

Jan 22, 2025
Attendees:

- Marc
- Kaushal

- Mosope
- Bianca (Observer)

Agenda Items:
- Demo day 2 reflections
- UXD has a working session tomorrow at 12pm EST
- Dev has a weekly team meeting at 4 pm
- Uxw has 11 am on friday
- Handoff doc
- Morgan question

Jan 8, 2025

Attendees:

- Marc
- Ademola
- Kaushal
- Mosope

Agenda Items:

- Morgan-No update from client
- UX-Design Team (Low-fidelity wireframes)
- UXD will hold working session tomorrow at 1pm EST
- UX-writing provided a sitemap for website
- PS did not attend the leads meeting today (They should be working on the roadmap)
- UX Research-working on usability testing
- Leads want to go on with the Demo day next week (Thursday or Friday)
- Client did not provide log-in credentials for framer website

Dec 18, 2024

Attendees:

- Marc A. Louis-Charles
- Ademola
- Kaushal
- Mosope

Agenda Items:

Team Update:
- Kenisha-step down

- Rachel-filled in as a co-lead

-Team workshop on 12/19/2024
-update the notion pages

Dec 11, 2024

Attendees:

- Marc A. Louis-Charles
- Ademola
- Kaushal
- Mosope

Agenda Items:

Team Update:

- New apprentice
- Demo Update
- Team work agreement

Action Items:
- Send email to Brianne to introduce to team members
- Get clarity on what client is expecting (google doc updates by other teams)

Dec 4, 2024

Attendees:

- Marc A. Louis-Charles
- Ademola
- Kaushal
- observer

Agenda Items:

Team Update:

- PS leads step down
- PM lead step down

Demo Update:

- [Notes on demo update]

Action Items:

- Follow up with the other teams to ensure they update their slides for the demo presentation.
- Reach out to two new apprentices.
- Schedule interviews with the new apprentices before the demo presentation on Friday.

Nov 21, 2024

Agenda Items:

- Tech fleet holiday break november 23-december 1
- Client demo meeting (2024-11-21)
    - Link: https://lettucemeet.com/l/aWva5
- IA workshop (December 2nd)
    - Link: https://lettucemeet.com/l/oGvwl
- PM Apprentices will shadow teams
- Generate the meeting links and recording for the meeting
    - Alter ai is used to record meetings

Action items: