

# **SAMPLE PROJECT MANAGEMENT MEETING MINUTES FOR WXYZ SOFTWARE ENGINEERING COMPANY**

## **I. MEETING DETAILS**

Project Manager: **Allen Smith**  
Secretary: **Steven Page**

Date: **January 6<sup>th</sup>, 2020**  
Time: **11:00 AM EST**

Location: **Northwest Building, Conference Room B**  
Street Address: **9000 S.W. Main Street**  
City: **Jacksonville** State: **Florida** Zip: **00001-2211**

URL or Dial-In Number: **1-888-555-3838 (only available for out-of-state staffers).**

## **II. ROLL CALL.**

### **Roll call initiated – Secretary Page – 11:05 AM**

The following persons were in **attendance**:

- **Allen Smith (Project Manager)**
- **Manuel Gonzalez (CFO)**
- **John Roberts (COO)**
- **Steven Page (Secretary)**
- **Rebecca Mann**
- **Doug H. Richardson**
- **Fred Grant**
- **Jeffrey Quill**
- **Stephanie Restrepo**
- **Carlos Alvarez (rep. OP Financial)**
- **Chad B. Yankee (rep. Nice Banking Solutions)**

The following persons were **absent**:

- **Dan Smith**
- **Michael Peck**

### **Quorum confirmed with eleven (11) attendees – Secretary Page – 11:08 AM**

## **III. CALL TO ORDER.**

### **Call to Order – Secretary Page – 11:10 AM**

### **Previous Meetings Minutes Distributed – Secretary Page – 11:15 AM**

Distribution of prior meeting minutes; last project meeting transpired on November 6, 2019. The minutes were approved unanimously by all the attendees.

### **Meeting Agenda Distribution – Secretary Page – 11:25 AM**

A meeting agenda was distributed to all attendees of the meeting. After giving attendees five (5) minutes to review, a vote of the meeting agenda was held.

At 11:32 AM, the agenda was approved with unanimous votes. No major motions to change, amend, or otherwise alter the agenda occurred.

#### **IV. OLD BUSINESS.**

##### **Project Development from November to January – Allen Smith – 11:35 AM**

The project—a roll-out of a new website that manages an individual’s financial securities—was discussed. Updates were provided by the individuals tasked with creating the website and all its features. A few notable issues that arose were:

- Breadcrumb titles were missing on each of the website’s pages;
- There were several faulty links in URLs that redirect users to trading applications;
- Financial tickers varied depending on the browser being used.

#### **V. NEW BUSINESS.**

##### **Upcoming Project Development from January onward – Allen Smith – 12:15 PM**

Mr. Smith underscored the importance of clearing all issues before the website was made available to the public. He issued a tentative date for roll-out to the public: March 25<sup>th</sup>, 2020.

The priorities Mr. Smith included in his demands were functioning links, in-sync tickers, among several other intuitive features. He will send an email regarding the priorities to each employee’s address.


#### **VI. SPECIAL CONSIDERATIONS.**

##### **Input from Investors – Reps from OP Financial and Nice Banking Solutions – 12:45 PM**

Both representatives, representing the primary two investors, added their notes on the development of the new website. They expressed praise on the direction the engineers were taking. Both reps urged the roll-out date to be on time due to time demands from their monetary funders.

##### **Approval of Meeting Minutes – Secretary Page – 1:05 PM**

##### **Meeting Adjourned – Secretary Page – 1:15 PM**

Submitted by:  \_\_\_\_\_

Print Name: **Allen Smith**

Approved by:  \_\_\_\_\_

Print Name: **Steven Page**