



MEETING MINUTES

Project Review Minutes

Minutes generated from a project review call, separating decisions from open questions.

MEETING	DURATION	DECISIONS	ACTIONS
Project review	58m	4	7

Meeting Details

MEETING	Fortnightly project review — platform migration
ATTENDANCE	9 participants across 4 teams
DURATION	58 minutes
SOURCE	Recorded call transcript
STATUS	Amber — one milestone at risk

Status Against Plan

Milestone	Planned	Forecast	Status
Data model freeze	Week 4	Week 4	Complete
Dual-write live	Week 7	Week 8	At risk
Read cutover, cohort 1	Week 11	Week 12	At risk
Legacy decommission	Week 18	Week 18	On track

Decisions Taken

#	Decision	Rationale
1	Accept a one-week slip on dual-write rather than reduce test coverage	Rollback safety outweighs the date
2	Move cohort 1 cutover to week 12	Follows from decision 1
3	Hold the legacy decommission date	Slack exists later in the plan
4	Add a daily standing check during cutover week	Requested by both platform and support

Discussion Summary

The dual-write milestone slipped because two data-integrity edge cases were found late in testing, both involving records migrated before the model freeze. The team presented two options: reduce the test matrix and hold the date, or accept a one-week slip. The review accepted the slip. Support raised that cohort 1 includes three of the ten largest accounts and asked for the cutover to be moved out of month end, which was agreed as part of decision 2.

Risks Raised

- Two integrity edge cases may indicate a wider class of pre-freeze records — scope not yet known.
- Cohort 1 contains three top-ten accounts; a failed cutover has disproportionate visibility.
- The rollback path has been designed but not rehearsed end to end.

Action Register

#	Action	Owner	Due
1	Quantify how many records share the pre-freeze pattern	Data lead	3 days
2	Rehearse the full rollback in staging	Platform lead	Week 7
3	Re-plan cohort 1 to avoid month end	Delivery manager	1 week
4	Brief the three top-ten account owners	Support lead	1 week
5	Publish the revised milestone dates	Delivery manager	2 days
6	Set up the daily cutover-week check	Delivery manager	Week 11
7	Confirm the decommission date remains unaffected	Platform lead	Week 9

Open Questions

The scope of the pre-freeze record issue is unresolved and is the single input that could change the plan again. It is recorded here as an open question rather than folded into the risk register, because no estimate was offered on the call.

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