**GALWAY-MAYO INSTITUTE OF TECHNOLOGY**

**==========================================**

**AGENDA**

for **PROJECT MANAGEMENT CA GROUP No…….. MEETING**

to be held on **6 September at 1200h**

Location: MS Teams

**Invited Members**

**Johan Goh**

**Guan Xian Chua**

**Peter Buczak**

**Shane Kelly**

**Garreth Mulleady**

1. **Minutes of Previous Meeting**
2. **Matters Arising**
3. **Creation of Cover Page**
4. **Completion of Table of Contents (ToC)**
5. **Completion of Introduction**
6. **Completion of Background**
7. **Completion of Scope Statement**
8. **Completion of Bibliography**
9. **A.O.B.**