

|  |
| --- |
| Minutes of the Project Management CA Group No. …. Meeting |
| **held on 29 September** |
| **at 1200** |
| **Location: Microsoft Teams** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Present:** | Johan  Shane |  | |
|  | Peter  Garreth  Guan |  | |
| **Apologies:** | - |  | |
|  |  |  | |
|  |  |  | |
| **Absent:** | - | |
|  |  |  | |
|  |  |  | |
|  |  | |
|  |  | |
|  |

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEMS & ACTION POIINTS** | **RESPONSIBLE** | **DUE DATE** |
| 1. **Item 1**   Section 1 of the formative report is to be completed | **All members** | **8 Oct** |
| 1. **Item 2**   Research on report formats | **All members** | **6 Oct** |
| 1. **Item 3**   Complete fortnightly report | **All members** | **8 Oct** |
| * **Next meeting to take place on 6 September at 1200h on MS Teams** |  |  |