

Meeting agenda

Date:	30 / 8 / 2023	Time:	18:00 (Melbourne time)
Department/team:	GROUP 4	Location:	MICROSOFT TEAMS
Facilitator:	NONE	Note taker:	BRANDON
<p>Attendees:</p> <p>JINHWAN KIM ADAM MCHUGH KWEE CHEONG MICHAEL BRANDON LEE SUI YUEN DAMIAN MAJOR</p>			
Items for discussion			
<p>1. Team name brainstorming</p> <p>2. Role identification (What roles will be needed to complete the steps in this documentation)</p> <p>3. Risk analysis (Gathering information)</p> <p>4. Stakeholders (Gathering information)</p>			
Other business			
<p>1. Suggestions</p> <p>2. Questions if have</p>			