

## Meeting agenda

Date:	24 / 9 / 2023	Time:	19:00 (Melbourne time)
Department/team:	CTRL+V	Location:	MICROSOFT TEAMS
Facilitator:	NONE	Note taker:	BRANDON
<p>Attendees:</p> <p>JINHWAN KIM ADAM MCHUGH KWEE CHEONG MICHAEL BRANDON LEE SUI YUEN SIMONE KULWINDER KAUR GAVIN LENUZZA DAMIAN MAJOR</p>			
<b>Items for discussion</b>			
<ol style="list-style-type: none"><li>1. Checking the PPT content for the respective member</li><li>2. Checking the role for WBS</li><li>3. Week 7 presentation practice</li></ol>			
<b>Other business</b>			
<ol style="list-style-type: none"><li>1. Suggestions</li><li>2. Questions if have</li></ol>			