

Meeting agenda

Date:	1 / 9 / 2023	Time:	11:00 (Melbourne time)
Department/team:	GROUP 4	Location:	MICROSOFT TEAMS
Facilitator:	NONE	Note taker:	JINHWAN KIM
Attendees: JINHWAN KIM SIMONE KULWINDER KAUR GAVIN LENUZZA			
Items for discussion			
1. Recap of the meeting on Wednesday			
2. Role identification (What roles will be needed to complete the steps in this documentation)			
3. Risk analysis (Gathering information)			
4. Stakeholders (Gathering information)			
Other business			
1. Suggestions			
2. Questions if have			