

Meeting agenda

Date:	27 / 8 / 2023	Time:	18:00 (Melbourne time)
Department/team:	GROUP 4	Location:	MICROSOFT TEAMS
Facilitator:	NONE	Note taker:	JINHWAN KIM
<p>Attendees:</p> <p>JINHWAN KIM ADAM MCHUGH KWEЕ CHEONG MICHAEL BRANDON LEE SUI YUEN SIMONE KULWINDER KAUR GAVIN LENUZZA DAMIAN MAJOR</p>			
Items for discussion			
<ol style="list-style-type: none">1. Check availability for meetings.2. Set team name and values.3. Identify requirement gathering and planning<ul style="list-style-type: none">- Project scope- Objectives- Detailed requirements4. Assign the project roles and responsibilities.5. Collaboration tools - Jira & Confluence			
Other business			
<ol style="list-style-type: none">1. About communication2. Suggestions			