

Team Meeting 2024-08-12

Time: 18:30

Location: MS Teams

Attendees: David Abiodun (DA); Mark Collins (MC)^[1]; Illyas Demitrtas (ID); Stephanie Irina (SI)

1. Elect a Team Leader

Team leader will act as a project manager and co-ordinator. Will be responsible for finalising and submitting the final report.

Mark was elected as project manager

2. Agree Deliverables

From the [Project Brief](#):

1. Risk assessment for current business practice
2. Digital Transformation mapping (BPMN / UML)
3. Risk Assessment for Digital workflow
4. Market Assessment
 1. Can moving online grow business by 50%?
 2. Can changing supplier save 24%?
 3. Will the business lose 33% of customers by not changing to online?
5. Develop a mitigation strategy

3. Assign Roles

From the [Team1_Contract](#) submitted, the following roles were identified:

Role	Responsibility	Team member
Member 1	Team co-ordinator and Analyst for Current Activity Risks	MC
Member 2	Mitigation Analyst and Reviewer for Current Activity	DA
Member 3	Analyst for Digitization Risks	SI
Member 4	Mitigation analyst and Comparative Analyst for Digitization	ID

4. Project Approach / Timeline

Week	Task	Owner	Date due
1	Risk Assessment of current business	DA/MC	2024-08-19
	Map Business processes	All	2024-08-19
	Market research / Answer (4)	ID/SI	2024-08-19
2	Risk Assessment for Digital process	ID/SI	2024-08-26
	Market research / Answer (4)	DA/MC	2024-08-26
3	Bring everything together for first draft of report	MC	2024-09-02
4	Team contribution for editing and formatting of report	All	2024-09-09

5. Project Communications

- All agreed that MS Teams will be used for communication and storage of shared documents for working on
- Weekly meetings on Teams for progress. 18:30 every Monday

1. Minutes produced by Mark Collins ↩