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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: 02/03/2020 |  | | Location: Library |  | |

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| --- | --- |
| Attendees: ES,JB,HM,HL,SS, | Not attending: TA |

# Agenda items

1. Action points / minutes from the last meeting
2. Project progress / schedule /budget
3. [Problems]
4. [Next week’s activities]
5. [Agenda item]
6. [Agenda item]
7. Next Meeting Date: 03/03/2020

Minutes / Notes

-Report Outline Established

-Flow chart for report sections developed and dependencies made clear (see chart)

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| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Have first draft of individual sections written by Friday | All | 06/03/2020 |  |
| (3) | Develop business case section | HM | 06/03/2020 |  |
| (4) | Develop technical spec section | HL, SS | 06/03/2020 |  |
| (5) | Additional CAD, including exploded model | ES | 06/03/2020 |  |
|  |  |  |  |  |