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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: 16/02/2020 |  | | Location:  TLC Centre |  | |

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

# 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: 17/02/2020

Minutes / Notes

-Presentation power-point collated

-Content refined and segments planned out

-Power-point content checked for appearance on projector screen

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| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Finish scripting and writing up power-point |  | 17/02/2020 |  |
| (3) | Write individual segments of presentation and familiarise oneself with other areas in order to be able to cohesively deliver presentation | All | 17/02/2020 |  |
| (4) | Group practice for presentation | All | 17/02/2020 |  |
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