Record of meeting

TEAM: Alan Fekete is Bae DATE: 29/03/2019

PRESENT: Jacky, Sophia, Kevin, Lisa, Brendon, Vicii

ABSENT:

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item | Comments | What is the Decision and what action is to be done? | Who will do it? |
| 1. What is working well? | We are working as a team more efficiently and coming to group consensus on what risks we should consider and how much impact they would have on the project. | We should continue with our time management by having a team member setting time limits for activities we complete in the team meetings to maintain our group efficiency | Sophia |
| 2. What needs improvement? | We need a greater understanding of the definitions of each category of risk, especially process risk. A better understanding of these concepts would make completing the risk register easier and result in a more useful analysis of potential project risks. We also need risks which are more specific to our project scope. | We will discuss our current risk register with our tutors and make any amendments. Particularly we will ask them what constitutes as a ‘process’ risk and rewrite any risks which are irrelevant to our project.  Due at 29/03/19 | Jacky |
| 3. Fill Risk Register | * Brendon completed the risk register with risks ID from 1-10 * Risks 11-14 were completed by Kevin * Risks 15-20 completed by Lisa | We discussed the potential positive and negatives risks could occur during the implementation of our project and rate their rarity and impact as well as trying to find a possible mitigation strategy for each risks.  Due at 29/03/19 | Brendon,  Kevin,  Lisa, Vicii |
| 4. Prepare Presentation | * What we have done from * Sophia wrote the justification of our project topic and also the justification of our project scope based on the feedback from our tutors * Lisa wrote up the summary the scope and requirements | Sophia informed us of what part we are going to speak about in the presentation  Due at 29/03/19 | Sophia |

Name of recorder: Vicii

Name of observer: Sophia

Name of coordinator: Brendon