**Meeting Agenda Preparation**

**Name:Jeban Ignesh J-11963**

**Scenario 1: Cybersecurity Threat Briefing.**

The IT security team is holding a meeting to discuss the latest cybersecurity threats and vulnerabilities. They need to evaluate potential risks and decide on actions to secure the company's systems and data.

**Meeting Agenda:** Meeting aboutCybersecurity Threat Briefing**.**

**Duration:** 10 min.

**Date: [**20-09-2023**]**

**Time: [**2.00 Pm-2.10 Pm**]**

**Location: [**Training Room**]**

1. **Welcome and Introduction(1 min)**
2. **Current Threat Overview( 2 min)**
3. **Key Threats and Vulnerabilities(3 min)**
4. **Recommended Action(2 min)**
5. **Questions and Discussions(1 min)**
6. **Decision on Immediate Action(1 min)**
7. **Closing Remarks(1 min)Next step:**

Share MOM to all participants, Monitor the progress of action items and follow-up.

**Scenario 2: IT Budget Review Meeting.**

The IT department is reviewing its annual budget. The meeting will discuss budget allocation for various projects, equipment upgrades, and technology investments for the upcoming year.

**Meeting Agenda:** IT Budget Review Meeting**.**

**Duration:** 10 min.

**Date: [**20-09-2023**]**

**Time: [**2.20 PM-2.30 PM**]**

**Location: [**Meeting Room**]**

1. **Welcome and Introduction (1 min)**
2. **Overview of Current Budget Allocation (2 min)**

.

1. **Proposed Budget Allocations for Projects (3 min)**
2. **Equipment Upgrades and Maintenance Budget (2 min)**
3. **Technology Investments and Future Initiatives (1 min)**
4. **Closing remarks and next steps (1 min)**

**Scenario 3: Project Kick-off Meeting.**

The IT team is about to embark on a new software development project for a client. The project manager needs to conduct a kick-off meeting to introduce the project's scope, goals, team members, and timelines.

**Meeting Agenda:** Project Kick-off Meeting**.**

**Duration:** 10 min.

**Date: [**20-09-2023**]**

**Time: [**2.30 PM-2.40 PM**]**

**Location: [**Meeting Room**]**

1. **Welcome and Introduction (1 min)**
2. **Project Overview and Scope (2 min)**
3. **Project Goals and Objectives (2 min)**
4. **Introduction of Team Members (3 min)**
5. **Project Timelines and Milestones (1 min)**
6. **Closing Remarks and Next Steps (1 min)**