# Agile Training Plan

Attendees: Meeting Date: 29.11.20

1. Kavitha
2. Jean

# Meeting Minutes - Summary

1. Discussion held regarding the Agile assessment carried out
2. Agile assessment summary
3. Julie – Familiar with Agile process, can help us in Agile Implementation and train the research team
4. Leonie – Has worked in scrum environment and can also help us
5. Michael and Petra – Has project management experience and both can train their team of volunteers with Agile Methodologies
6. Nadra – Yet to have chat with her
7. Rashika, Yazhini, Marta, Jennifer – Not familiar with project management process
8. Discussed with Jean regarding further course of action after conducting Agile assessment.
9. A presentation will be given to all the team coordinators about the Project Management and Agile Methodologies
10. After the training, need to get feedback from the coordinators and based on their feedback decide on the next course of action

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| Action Items | Owner(s) | Deadline | Status |

Project Management Kavitha 07.12.2020 To be done

Training to be given

To all the team coordinators