Chair: Alex
Secretary: Chris

Summary:

Delegation of tasks throughout the day and project management scaffolding

Actionable Items:

- Organise outdated files
- Risk matrix document
- Minutes update repository
- Clarification on responsibilities
- Work log document

Attendance:

Steve (S), Paul (P), Chris (C), Brian (B), Alex (A), Wen Jie (W)

Agenda:

Agenda	Discussion	Actions + Responsibilities
Meeting Open	11:00am	
Responsibilities until lunch	S: Identify out of date files from previous team repository	S+P: Sift through files and organise appropriately
	A: W since you said that you can do the risk matrix	W+B: Risk Matrix
	C: Minutes update and commit	C: Minutes update
	A: Project management admin stuff	A: Responsibility clarification + spreadsheet work log
Reconvene	12:30pm	
Meeting Close	11:20am	