**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* Organise outdated files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), Chris Browne (CB), Wen Jie (W)

**Agenda:**

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| Responsibilities until lunch | S: Identify out of date files from previous team repository  A: W since you said that you can do the risk matrix  C: Minutes update and commit  A: Project management admin stuff |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