Module: Systems Engineering Project Management (PCOM7E)

📝 Team Meeting – Week 3

Date: 09 November 2025
Time: 9:00–9:15 (Online)
Platform: UoEO Module Forum / WhatsApp
Minute Taker: Lauren Pechey
Meeting Version: v1.0

Agenda

1. Brief overview of project development

Discussion Summary

Topic	Summary	Decision / Action Taken	Owner	Due Date
Team Roles and Responsibilities	Update on which tasks have been completed and which are ongoing	Task Priorisation	All Members	Complete

Risks / Issues Register

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
None	None	None	None	None	Complete

Next Steps

- Continue developing project plan and methodology sections.

Date: Oct 26, 2025

Module: Systems Engineering Project Management (PCOM7E)

Sign-off: All attending members agree that these minutes accurately reflect the discussion and decisions.

Name	Signature	Date
Victor A. Angelier	Victor A. Angelier	09 November 2025
Lauren Pechey	Lauren Pechey	09 November 2025
Arianna Poverini	Arianna Poverini	09 November 2025
Ruben Marques	Ruben Marque	09 November 2025
Hristo Todorov	Hristo Todorov	09 November 2025

Date: Oct 26, 2025