

Team Kick-off Meeting – Week 6

Date: 25 November 2025

Time: 14:30–14:45 (Online)

Platform: UoEO Module Forum / Teams Meeting via Outlook

Minute Taker: Lauren Pechey, Ruben Marques

Meeting Version: v1.0

Agenda

1. Finalise Project Structure & Content
2. Edit to adhere to wordcount
3. Evaluate each section against the grading criteria

Discussion Summary

Topic	Summary	Decision / Action Taken	Owner	Due Date
Team Roles and Responsibilities	Target each section for wordcount, relevance and criteria	Everybody needs to finalise their academic sources and wordcount	All Members	Complete
Alternative channel setup	Any remaining parts to be edited should be updated on the whatsapp group	Group active; All edits shared and completed	All Members	Completed
Remaining Queries	Assign a member to ask the Tutor	Assigned Member enquired successfully	Arianna Poverini	25 November 2025

	for Clarification on Executive Summary			
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Risks / Issues Register

ID	Risk / Issue	Impact	Likelihood	Mitigation / Action	Status
R2	Members not completing their sections before the deadline	High	Low	Assign a member (Ruben Marques) to submit the final project on time	Ongoing

Next Steps

- Submit Project before the required deadline.

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

Name	Signature	Date
Victor A. Angelier	Victor A. Angelier	25 November 2025
Lauren Pechey	Lauren Pechey	25 November 2025
Arianna Poverini	Arianna Poverini	25 November 2025

Ruben Marques	Ruben Marques	25 November 2025
Hristo Todorov	Hristo Todorov	25 November 202