**Action Items of Meeting**

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| ***Title***: | First Admin Meeting |
| ***Date***: | May 11, 2020 |
| ***Time***: | 4:30 PM |
| ***Location***: | Zoom |

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| ***Attendees*** | |
| 1. Janice Tian 2. Mike Hetherington 3. Nazia Khan 4. Paul Dong | 1. Richard Dam 2. Ricky Ye 3. Sally Cheung 4. Shishir Kumar |

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| ***Action Items*** | | | | |
| ***S.No.*** | ***Item*** | ***Owner*** | ***Due Date*** | ***Status*** |
| 1 | To fill in new Skill Inventory excel document | Team | 12-May-2020 | WIP |
| 2 | To prepare 3 team goals for tomorrow’s meeting | Team | 12-May-2020 | WIP |
| 3 | Optional- To add/update norms in TAD | Team | 12-May-2020 |  |