# Team Meeting

Date | time 1/23/2023 1:00 PM| Location Study Room 4/Online

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | George | | Type of meeting | Project Initiation | | Facilitator | George | | Note taker | TBD | | Timekeeper | TBD | | Attendees All  Please read N/A  Please bring N/A |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Introduction | George | 10 Mins |
|  | Project Overview | George | 10 Mins |
|  | Working Routines & Communications | George | 20 Mins |
|  | Team Charter (Group Activity) | George | 20 Mins |
|  | P3.express | George | 10 Mins |
|  | Sub Teams & Roles | George | 10 Mins |
|  | Next Steps | George | 10 Mins |
|  | AOB | All | 20 Mins |

## Other Information

Aimee will be joining the meeting remotely as she is unable to commute from Glasgow on this date.