# Team Meeting

Date | time 1/30/2023 1:00 PM| Location C27/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 |

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| --- | --- | --- | --- |
|  | Introduction | George | 10 Mins |
|  | Last Meeting’s Minutes | George | 10 Mins |
|  | What has Aimee done IoT wise? | Aimee | 20 Mins |
|  | P3.express update & sponsor update | George | 20 Mins |
|  | Project Initiation Report | George | 10 Mins |
|  | Stuff from PM meeting | 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. Ailish may well join remotely. After the meeting has ended, the group will split into their two teams. Members may go to Techincal Support if they wish, at least one member of the group must go.