**In groups pre-determined by your lecturer, discuss the following;**

1. Using two examples from the Just-In-Time Training project, describe the group in terms of monitoring and controlling processes.
2. Briefly explain what is meant by agile project management and the Scrum framework.
3. Why is it important to have standards or guidelines for performing project management functions?
4. Describe the purpose, protocol, and planning of kick-off meetings.

**Please ensure that your findings/discussion is documented and can be submitted online.**