**Minutes  
IT Project Management Plan  
Meeting No. 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | Swinburne Hawthorn Campus Room EN401 | | | | |
| **Date & Time** | Tuesday, August 06, 2024 8:30am | | | | |
|  |  | | | | |
| **Contributors** | Henry Richardson Matthew Cross *(Absent)* Seth Kalantzis | | | *Meeting Facilitator Secretary* | |
|  | | | | | |
| **Action Items from Previous Meeting** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **This is an action item.**  ***Owner:*** *Henry*  ***Status:*** *In Progress & On Schedule*  ***Deadline:*** *August 20, 2024* | |  | | | |
| **This is an action item.**  ***Owner:*** *Matthew*  ***Status:*** *Overdue*  ***Deadline:*** *August 04, 2024* | |  | | | |
| **This is an action item.**  ***Owner:*** *Seth*  ***Status:*** *Completed*  ***Deadline:*** *August 15, 2024* | |  | | | |
| **This is an action item.**  ***Owner:***  ***Status:***  ***Deadline:*** | |  | | | |
| **This is an action item.**  ***Owner:***  ***Status:***  ***Deadline:*** | |  | | | |
| **This is an action item.**  ***Owner:***  ***Status:***  ***Deadline:*** | |  | | | |
|  | | | | | |
| **New Items** | | | | | |
| **Item** | | **Discussion Points** | | | |
| **This is an agenda item.**  ***Owner:*** *Matthew*  ***Deadline:*** *August 13, 2024* | |  | | | |
| **This is an agenda item.**  ***Owner:***  ***Deadline:*** | |  | | | |
| **This is an agenda item.**  ***Owner:***  ***Deadline:*** | |  | | | |
| **This is an agenda item.**  ***Owner:***  ***Deadline:*** | |  | | | |
| **This is an agenda item.**  ***Owner:***  ***Deadline:*** | |  | | | |
| **This is an agenda item.**  ***Owner:***  ***Deadline:*** | |  | | | |
|  | | | | | |
| **Action Items** | | | | | |
| **Action Item** | | | **Owner** | | **Deadline** |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
| * **This is an action item.** | | | *Henry* | | *August 20, 2024* |
|  | | | | | |
| **Next Meeting** | | | | | |
| **Location** | Swinburne Hawthorn Campus  Room EN401 | | | | | |
| **Date & Time** | Tuesday, August 13, 2024 8:30am | | | | | |



|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Henry Richardson  *Meeting Facilitator* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Matthew Cross  *Secretary* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Seth Kalantzis  *Attendee* |