Meeting Topics

Team Roster & Communication Plan (AT1 Task 1 Q2B)

Participate in the meeting (AT1 Task 3 Q1 & possibly Q2)

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|  | **CITE Managed Services** | |  |
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| **Team Roster and Communications Plan** | |
| **Team name** | *Team Retro* | | |
| **Team meeting purpose** | *What is the overall goal of your planned team meetings?*  To coordinate & make sure that the team is keeping track of work. *What do you wish to achieve through these meetings?*  To meet the task that we are currently on. | | |
| **Team roles** | **Role** | **Assigned to / Name** | |
| Team Leader | *Richard* | |
| Communications Coordinator | *Chris* | |
| Time and Record Keeper | *Kiara* | |
| **Agreed team meeting days (Mon-Fri)** | | *Friday* | |
| **Agreed team meeting time (08:00am – 5.30pm)** | | *3:30pm to 4:30pm* | |