*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at 12**.00 p.m.** on **20/10/2021 (Wednesday)**

### Agenda

1. Introduction of the group members
2. Confirm the Project Manager (PM) and Secretary
3. Review of the task material
4. Allocation of future tasks
5. Agree the date, time, and place for the next meeting

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

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| **Minutes of the meeting on the 20th October 2021** |

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| **Group Name/Number:** | **53** | **Meeting Date and time:** | **20/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Online (Microsoft Teams)** |

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| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
| **Apologies:** |  |
|  | Patra, Swaraj |

* **The Project Manager (PM) and Secretary for today’s meeting**

Prabakaran was titled project manager of this week’s task and I (Musaed) was named secretary.

* **Discussing the task requirement and creating a plan to complete the task**

Discussed the breakdown of tasks. The group agreed to read the project package and present it in our next meeting.

The second part, Gantt chart will be created after the task breakdown. This will be done on our third meeting as discussed on our first meeting of task 2.

* **The next meeting**

The next meeting will be on Thursday the 21st October 2021 at 2.00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

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| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **Completing task breakdown** | **ALL** | **21/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **21/10/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at **2.00 p.m.** on **21/10/2021 (Thursday)**

### Agenda

1. Apologies.

1. Approval of minutes of the previous meeting.
2. Review the progress of previously allocated work for the team members.
3. Work on the tasks (finalize the completed work).
4. Allocation of future tasks.
5. Agree the date, time, and place for the next meeting. (7:00 Friday)
6. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

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| **Minutes of the meeting on the 21st October 2021** |

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| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **21/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Online (Microsoft Teams)** |

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| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Patra, Swaraj |
|  | Jothi Basu, Dev Prakash |
| **Apologies:** |  |
| **Absences:** |  |

* **Task breakdown**

The meeting started with the discussion of task breakdown. Dividing them into milestones, deliverables, work packages, and tasks.

* **The task breakdown analysis**

The meeting went through with the contributions for the task breakdown by all the team members. Analysing the tasks and sorting them into specific work packages.

* **The next meeting**

The next meeting will be on Friday the 22nd October 2021 at 7:00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

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| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete all the work assigned** | **ALL** | **22/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **22/10/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at **7:00 p.m.** on **22/10/2021 (Friday)**

### Agenda

1. Apologies.

1. Approval of minutes of the previous meeting.
2. Matters arising.
3. Review the progress of previously allocated work for the team members.
4. Work on the tasks (planning the task breakdown).
5. Allocation of future tasks.
6. Agree the date, time, and place for the next meeting.
7. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

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| **Minutes of the meeting on the 22nd October 2021** |

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| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **22/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Online (Microsoft Teams)** |

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| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Patra, Swaraj |
|  | Jothi Basu, Dev Prakash |
| **Apologies:** |  |
| **Absences:** |  |

* **Further discussion of the task:**

The group discussed the tasks that were added in the last meeting and more tasks were added. Some doubts were raised during the meeting such as:

* Government approval
* The design and plans of the building
* Gantt chart
* Can we hire local subcontractors for example to do the electrical work?
* **The next meeting**

The next meeting will be on Monday the 25th October 2021 at 1:00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

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| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete all the work assigned** | **ALL** | **25/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **25/10/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **at the Teaching hub (On campus)** at **12:00 p.m.** on **25/10/2021 (Monday)**

### Agenda

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Matters arising.
4. Review the progress of previously allocated work for the team members.
5. Work on the tasks (planning the task breakdown).
6. Allocation of future tasks.
7. Agree the date, time, and place for the next meeting.
8. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 25th October 2021**

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| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **25/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Teaching Hub (on Campus)** |

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| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  |  |
| **Apologies:** |  |
| **Absences:** | Patra, Swaraj |

* **Further discussion of the task:**

The group discussed the tasks breakdown and doubts on some of the tasks whether they should be added or not. These doubts will be addressed on Tuesday’s meeting with the instructor.

* **Microsoft Project:**

The tasks will be added to Microsoft Project to create a visual timeline of the project.

* **The next meeting**

The next meeting will be on Tuesday the 26th October 2021 at 3:00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

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| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete all the work assigned** | **ALL** | **26/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **26/10/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at **3:00 p.m.** on **26/10/2021 (Tuesday)**

### Agenda

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Matters arising.
4. Review the progress of previously allocated work for the team members.
5. Work on the tasks (planning the task breakdown).
6. Allocation of future tasks.
7. Agree the date, time, and place for the next meeting.
8. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 26th October 2021**

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| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **28/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Online (Teams)** |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **Microsoft Project:**

The tasks will be added to Microsoft Project to create a visual timeline of the project. The team met with the GTA to discuss the structure of the Gantt Chart and to address the doubts that the team had.

* **The next meeting**

The next meeting will be on Thursday the 28th October 2021 at 1:00 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

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| --- | --- | --- |
| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete all the work assigned** | **ALL** | **28/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **28/10/21** |

*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Teaching Hub** (On campus) at 1**:00 p.m.** on **28/10/2021 (Thursday)**

### Agenda

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Matters arising.
4. Review the progress of previously allocated work for the team members.
5. Work on the tasks (Completion of Task 2).
6. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

**Minutes of the meeting on the 28th October 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **28/10/2021** |
| **Meeting Topic:** | **Task 2** | **Location:** | **Teaching Hub** (On campus) |

|  |  |
| --- | --- |
| **Attendees:** | Alotaibi, Musaed |
|  | Mohan, Prabakaran |
|  | Antony Sebastian |
|  | Jose Christy |
|  | Jothi Basu, Dev Prakash |
|  | Patra, Swaraj |
| **Apologies:** |  |
| **Absences:** |  |

* **Microsoft Project:**

The discussed the Gantt Chart, critical path, and the completion of task 2 during the meeting. The team completed the answer template based on the data that was acquired from the Gantt Chart.

* **The next meeting**

The next meeting will be decided after receiving the requirements for task 3.