*MNGT202/502 Project Management*

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at **2.15 p.m.** on **07/10/2021 (Thursday)**

### 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

|  |
| --- |
| **Minutes of the meeting on the 7th October 2021** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **07/10/2021** |
| **Meeting Topic:** | **Task 1** | **Location:** | **Online (Microsoft Teams)** |

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

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

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

* **Creating a plan to complete the task**

Primarily the SWOT analysis part was discussed, and we agreed to bring in 3-4 points each for every category of the SWOT by next team meeting. This approach looked good from our view, there’s always room for improvement so we are trying out this approach.

The second part, SMART objective will be completed by brainstorming and writing them in a shared document. Then finally both the parts will be compiled and reviewed for the final draft on our upcoming meeting on Tuesday (12th October 2021). The conclusion will also be completed on the Tuesday’s meeting or on another meeting on Wednesday (13th October 2021) to complete and finalize the whole document.

* **The next meeting**

The next meeting will be on Sunday the 10th October 2021 at 2.15 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete their part of SWOT analysis** | **ALL** | **10/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **10/10/21** |

*MNGT202/502 Project Management*

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **online** (Microsoft Teams) at **2.15 p.m.** on **10/10/2021 (Sunday)**

### 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 (finalize the completed work).
5. Allocation of future tasks.
6. Agree the date, time, and place for the next meeting. (6.30 Tuesday)
7. Any other business.

**Group 53** MNGT202/502 Project Management

Liverpool Waters Project Management Committee

|  |
| --- |
| **Minutes of the meeting on the 10th October 2021** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Name/Number:** | **53** | **Meeting Date and time:** | **10/10/2021** |
| **Meeting Topic:** | **Task 1** | **Location:** | **Online (Microsoft Teams)** |

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

* **Discussion of SMART objective**

The ides for SMART objectives were brainstormed and discussed.

* **The SWOT analysis**

The meeting went through with the contributions for the SWOT by all the team members. And added many points to the list and worked out all the common points.

* **The next meeting**

The next meeting will be on Tuesday the 12th October 2021 at 6.15 P.M. as agreed by the team members on this meeting. Any other disruptions or changes will be considered.

|  |  |  |
| --- | --- | --- |
| ACTIONS SUMMARY – For review at next meeting | | |
| Future agreed Actions | **Initials** | **Due date** |
| 1. **To complete all the work assigned** | **ALL** | **12/10/21** |
| 1. **To meet on the set date and time** | **ALL** | **12/10/21** |