*MNGT202/502 Project Management*

**Group 53**

Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online** (Microsoft Teams) at **5.00 p.m.** on **19/11/2021 (Friday)**

### Agenda

1. General Discussion of task 4
2. Confirm the Project Manager (PM) and Secretary
3. 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 19nd November 2021** |

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| **Group Name/Number:** | **53** | **Meeting Date and time:** | **19 /11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Online (Microsoft Teams**) |

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

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

Antony, Sebastian was titled project manager of this week’s task and I (Jose, Christy) was named secretary.

* **Upcoming task discussion**

The risk analysis session was discussed and a general discussion of risk associated with project was briefed.

* **The next meeting**

The next meeting will be on Monday the 22th November 2021 at 12.00 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.Collecting possible Risks** | **ALL** | **22/11/21** |
| **2.To meet on the set date and time** | **ALL** | **22/11/21** |

*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 **22/11/2021 (Monday)**

### Agenda

1. Apologies.

1. Approval of minutes of the previous meeting.
2. Discussion about the possible Risks related to our project.
3. Allocating the work
4. 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 22th November 2021** |

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| **Group Name/Number:** | **53** | **Meeting Date and time:** | **22/11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Online** (Microsoft Teams) |

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

* **Task breakdown**

The meeting started with the discussion of risks associated with the project. The possible risks were analysed and were noted. These works were divided individually.

* **The next meeting**

The next meeting will be on Wednesday the 23th November 2021 at 01:30 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.Listing down all possible risks** | **ALL** | **10/11/21** |
| **2.To meet on the set date and time** | **ALL** | **10/11/21** |

*MNGT202/502 Project Management*

**Group 53**

 Project Management Meeting

(Liverpool Waters Project Management Committee)

Meeting will be held **Online (Microsoft Teams)** at **01:30 P.M.** on **24/11/2021 (Wednesday)**

***Agenda***

1. Apologies.
2. Approval of minutes of the previous meeting.
3. Review the progress of previously allocated work for the team members.
4. 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 24th November 2021**

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| **Group Name/Number:** | **53** | **Meeting Date and time:** | **24/11/2021** |
| **Meeting Topic:** | **Task 4** | **Location:** | **Microsoft Teams (Online)** |

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

* **Task Breakdown**

The allocated works were discussed and the necessary changes in risks associated with our projects were improvised. The data collected was analysed by the project manager and discussion on the final part of the task was brainstormed. The final draft was presented to project manager for any possible correction required and to be submitted.

* **The next meeting**

The next meeting will be decided after receiving the requirements for task 5.