# Meeting Agenda -Meeting 2
# (A2 stockIT)

Location:        Microsoft Team

Date:            26/09/2021

Time:            7:00 PM AEST

## Agenda details:

I.    Project Plan

II.   Project Management
   a. Roles
   b. Task allocation

III.  Microsoft team admin
   a. Use of chats vs channel

IV.   Schedule next meeting