Meeting Agenda -Meeting 1 (A2 stockIT)

Location: Microsoft Team

Date: 24/09/2021

Time: 7:00 PM AEST

Agenda details:

   I.   Brief Introduction of each member
        a. Personal backgrounds
        b. Skill sets and prior work/study experiences
        c. Time availability to work on Assignment 2

   II. Future communications
        a. Microsoft Teams vs Canvas
        b. Communication rules, etc

   III. Discussion regarding Assignment 2
        a. Understand what we need to do
        b. Brainstorm how we can manage it

   IV. Goal settings
        a. List up tasks that need to be done by the next meeting

   V.   Others

   VI. Schedule next meeting
        a. Date and time of the next meeting
        b. Appointment of the meeting chair & minutes taker etc.