

Meeting Agenda -Meeting 3 (A2 stockIT)

Location: Microsoft Team

Date: 30/09/2021

Time: 7:00 PM AEST

Agenda details:

- I. Confirmation of Assignment 2 task responsibilities and schedule
 - a. Confirm what need to be completed by COB Monday 4/10/2021
 - b. Discuss any change of schedule or reallocation of allocated tasks
- II. Discussion about IT Work
 - a. Brief discussion about list of questions
- III. Discussion about project plan
 - a. Tim to present mind mappings
- IV. Others
 - a. Meeting chair, agenda and actions going forward
- V. Schedule next meeting