Meeting Agenda -Meeting 1

(A2 stockIT)

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| Location: | Microsoft Team |
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| Date: | 24/09/2021 |
|  |  |
| Time: | 7:00 PM AEST |

Agenda details:

1. Brief Introduction of each member
2. Personal backgrounds
3. Skill sets and prior work/study experiences
4. Time availability to work on Assignment 2
5. Future communications
6. Microsoft Teams vs Canvas
7. Communication rules, etc
8. Discussion regarding Assignment 2
9. Understand what we need to do
10. Brainstorm how we can manage it
11. Goal settings
12. List up tasks that need to be done by the next meeting
13. Others
14. Schedule next meeting
15. Date and time of the next meeting
16. Appointment of the meeting chair & minutes taker etc.