Meeting Agenda -Meeting 3

(A2 stockIT)

|  |  |
| --- | --- |
|  |  |
| Location: | Microsoft Team |
|  |  |
| Date: | 30/09/2021 |
|  |  |
| Time: | 7:00 PM AEST |

Agenda details:

1. Confirmation of Assignment 2 task responsibilities and schedule
2. Confirm what need to be completed by COB Monday 4/10/2021
3. Discuss any change of schedule or reallocation of allocated tasks
4. Discussion about IT Work
5. Brief discussion about list of questions
6. Discussion about project plan
7. Tim to present mind mappings
8. Others
9. Meeting chair, agenda and actions going forward
10. Schedule next meeting