### LONDON’S GLOBAL UNIVERSITY

# Agenda for <Meeting Name>

Date: 17/11/2023

Time: 16:00 -16:30

Duration: 30 minutes

Location: Online - [meet.google.com/buz-phhn-fxn](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmeet.google.com%2Fbuz-phhn-fxn%3Fhs%3D224&data=05|01|dimitrios.bouras.23@ucl.ac.uk|2f0c2bf3b23544ebb60908dbe696db0c|1faf88fea9984c5b93c9210a11d9a5c2|0|0|638357307822670451|Unknown|TWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D|3000|||&sdata=%2BlXjWhIwerKDrNkfdA8vhkfsDt8XUKEWJwYQ89gpfOQ%3D&reserved=0)

**Meeting Purpose**

At the close of the meeting, the group will have achieved the following:

1. Understand the motivation behind the Impact Framework project
2. Identify the stakeholders, goals of the project
3. Identify the contribution by the team and the goals of the proposed tool

**Attendance**

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| --- | --- |
| Meeting Facilitator | Dimitris Bouras |
| Meeting Secretary | Tomas Kopunec |
| Invited | Saleh Mohamed, Gudmundsdottir Telma, Wang Yi-Yu, Wang Derek, Lou Jiafan, Lu Jiashun,Joseph Cook,Sophie Trinder, Asim Hussain |

**Meeting Agenda**

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| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time allocated** | **Discussion leader** | **Objective Number** |
| 1. | Introduction of the team | 3 min | Bouras |  |
| 2. | Introduction of the company members | 3 min | Cook |  |
| 3. | IF motivation | 3 min | Asim |  |
| 4. | project goals, stakeholders | 7min | Cook |  |
| 5. | Missing functionality | 5 min | Trinder |  |
| 6. | Proposed contribution and goals | 8 min | Cook |  |
| 7. | Find weekly meeting slot | 1 min | Bouras |  |