# Meeting Minutes

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| **GLOBAL TREPS PROJECT** | | | |
| **Date:** 13 November | **Meeting Time:** 11am | **Location:** Discord | |
| **Called By** | Group decision | | |
| **Type of Meeting** | Project Update | | |
| **Facilitator** | Andrew Dinsmore | | |
| **Note Taker** |  | | |
| **Timekeeper** |  | | |
| **Attendees** | Andrew Dinsmore, Duke Do | | |
| **Agenda Topic 1** | | | |
| **Time:** 15 mins | **Presenter:** Andrew Dinsmore | | |
| **Discussion Topic** | Seeking approval for Team Charter, Responsibility Checklist, RACI Chart, Risk Register | | |
| **Conclusion** | Confirmed Team Charter, Responsibility Checklist, RACI Chart, Risk Register. | | |
| **Action Items** | | **Persons** | **Deadline** |
| Review and confirm documents | |  |  |
| Review and confirm documents | |  |  |
| **Agenda Topic 2** | | | |
| **Time:** 15 mins | **Presenter:** Andrew Dinsmore | | |
| **Discussion Topic** | Distributing project tasks | | |
| **Conclusion** | Duke confirmed that he will work on Communications Management Plan, and possibly Probability/Impact Matrix. | | |
| **Action Items** | | **Persons** | **Deadline** |
| Review and confirm documents | | Andrew | Complete |
| Review and confirm documents | |  |  |