**Defendza**

OSINT

**Minutes** for the Professional Development *Professional Project* meeting held on [date] at [time].

**In attendance**: Nathan, Joe, Josh, Kyle

**Apologies**:

**Goal**: To identify a project management strategy, and ‘kick-off’ the formal project management of the project.

# Items Discussed

## Approval of the minutes from the previous meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Minutes from last week approved** | **Nathan** | **Done** |
|  |  |  |
|  |  |  |

## TimeLine

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Timeline crated** | **Nathan,Joe,Josh,Kyle** | **Done** |
|  |  |  |
|  |  |  |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
|  |  |  |
|  |  |  |
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