

# TEAM MEETING MINUTES

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**Date:** 15/5/24

**Facilitator:** Kyan

## Agenda items

1. Beginning work on part 2
2. New group roles
3. N/A
4. N/A

Action items	Owner(s)	Deadline	Status
Create powerpoint for Part 2	Kyan	22/5/24	Action items
Conclusion Writing	Kyan	22/5/24	Action items
Capabilities Writing	Riches	22/5/24	Action items
Opportunities Writing	Nicholas	22/5/24	Action items
Risks Writing	Daria	22/5/24	Action items