

# TEAM MEETING MINUTES

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**Date:** 22/5/24

**Facilitator:** Kyan

## Agenda items

1. Plan out the jobs that are left to do for part 2.
2. Set new jobs for each member.
3. N/A
4. N/A

Action items	Owner(s)	Deadline	Status
Write conclusions for each part	Kyan	27/5/24	Action items
Write more for Introduction	Kyan	27/5/24	Action items
Write choices section	Riches	27/5/24	Action items
Add contrast and comparisons for opportunities	Nicholas	27/5/24	Action items
Emphasize Risks Section	Daria	27/5/24	Action items