

# TEAM MEETING MINUTES

**Date:** 22/5/24

**Facilitator:** Daria

## Agenda items

1. Plan out the jobs that are left to do for part 2.
2. Set new jobs for each member.

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	29/5/24	Action items
Add contrast and comparisons for opportunities	Nicholas	28/5/24	Action items
Emphasize Risks Section	Daria	27/5/24	Action items