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| SPM Meeting minutes | |
| Location: | SIS Level 4 |
| Date: | 2nd October |
| Time: | 5:30pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. Hand over PM role from Gordon to Amey
2. Work on feedback given by profs during PM review
3. Iteration 2 work allocation
4. Schedule PP sessions and group meetings for recess week

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| Action Items | Owner(s) | Deadline | Status |
| PM role handover | Gordon, Amey | 2nd October | Complete |
| Update Schedule | Amey | 8th October | In progress |
| Iteration 2 work allocation | Everyone | 2nd October | Complete |
| PP sessions, group meetings | Everyone | 2nd October | Complete |
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The meeting was adjourned at 7pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Amey Rathi