



Team Meeting

10:00 am – 11:00 am
20th October 2025

Room: C210

Agenda

1. Introduction and review of agenda.
2. [Minutes](#) of last meeting and matters arising.
3. Matters arising from progress reports.
4. Status of [tasks](#), deliverables, and software.
5. Status of [milestones](#).
6. Project manager for November and December.
7. Any other business.
8. Date and time of next meeting.