

Study Plan Project

<Initial Meeting>
Meeting No: <1>

MEETING DETAILS

DATE:	18/09/2015
TIME:	7.00pm EST / 5pm AWST
VENUE:	Skype Meeting
ATTENDEES:	Dr Santha Sumanasekara, Harrison Slater, Duane McMahon, Jennifer Dousset, Bret Thomas, Michael Baggott
APOLOGIES:	Alistair Goulding
COPY TO:	

AGENDA

1. **PROJECT BRIEFING** (SEE EXAMPLE STEPS AND DATA PROVIDED BY DR SANTHA IN GOOGLE DOCS)
2. **QUESTIONS FOR DR SANTHA** (SHARED WITH ALL IN GOOGLE DOCS)
3. **CLARIFICATION OF QUESTIONS/ANSWERS**
4. **DISCUSSION OF SPRINT 1 TASKS**
5. **DISCUSSION OF POSSIBLE RISKS**
6. **ASSIGNMENT OF SPRINT 1 TASKS**
7. **OPEN TO FURTHER AGENDA ITEMS AS REQUIRED**