Cheryll Singh

MENTOR MEETING 2

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**Date: 31st July 2020  
Duration: 2:15pm - 2:45pm  
Location: ZOOM Meeting**

ATTENDEES

Harpreet Singh, Jayden Kean, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

## **Discussion**

* Documents being up to date and in great format
* Reflecting on potential client questions
* How to prepare and what to know prior to the meeting
* Trello board

# ACTION ITEMS

1. Breakdown the Project Portfolio requirements
2. Attend to any necessary requirements that could be handled immediately
3. Jot down documents that are to be completed/completed in Trello

# NEXT MEETING’S AGENDA

* Reflect on additions to the client meeting questions
* Discuss our take on the Portfolio requirements, how to build a solid foundation before the initial client meeting

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 2:15 - 2:25 | Reflection on documents forwarded to Cheryll, changes necessary |
| 2:25 - 2:35 | Potential questions to add to the client questions |
| 2:35 - 2:45 | Ways to prepare for the client meeting |
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