TEAM

MEETING NUMBER 1 (Kick-Off)

horizontal line

Date: 24th July 2020

Duration: 11am - 1pm

# ATTENDEES

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

# AGENDA

## Tasks Allocated (ACTION ITEMS)

* Identify stakeholders, allocate into registry,  
  secure strategies for management of stakeholders - collaborative
* Risk and issues analysis - collaborative
* Team Contract - collaborative
* Skills register - collaborative
* Milestone Report - Jayden
* Communication Plan - Harpreet
* Trello Board - Leen
* Brief Summary of Company Background - Jayden
* Team/Client/Mentor Meetings - Zureen
* Questions to ask at kick off client meeting - Zureen

# NEXT MEETING’S AGENDA

* Discuss and overcome any issues that may have been encountered.

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 11:10 - 11:30 | Team Contract - initial creation |
| 11:30 - 11:50 | Communication of available times, creating schedule |
| 11:50 - 12:10 | Researching on the company, brainstorming questions to ask |
| 12:10 - 12:30 | Identifying stakeholders |
| 12:30 - 13:00 | Creation of skills register |