TEAM

MEETING NUMBER 10

horizontal line

**Date: 21at August 2020**

**Duration: 2pm - 6pm**

# ATTENDEES

Harpreet Singh, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

## **Tasks Allocated (ACTION ITEMS)**

* WBS, Project Review, Approach and Method Practises - Leen
* Project Schedule - Harpreet
* Resource Plan and Evaluation - Miracle
* Terms of Reference, Project Rationale - Zureen

# NEXT MEETING’S AGENDA

* Put together all documents, and complete the paragraphs needed in the project contents and format document so all is compiled and ready to send through to Cheryll as our draft proposal

# xMEETING MINUTES LOG

|  |  |
| --- | --- |
| Duration: | Topic: |
| 14:00 - 17:30 | Task sharing and discussing immediately if any issues |
| 17:30 - 18:00 | What needs to be done, who, how, next meeting’s agenda |