TEAM

MEETING NUMBER 3

horizontal line

**Date: 28th July 2020**

**Duration: 4:30pm - 5:30pm**

# ATTENDEES

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

# AGENDA

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

* Client questions - collaborative
* Next mentor meeting discussion - collaborative
* Breakdown of proposal requirements - collaborative

# NEXT MEETING’S AGENDA

* Update any changes necessary in accordance to what Cheryll thinks is needed.
* Reflect on action items and tasks allocated.

# MEETING MINUTES LOG

|  |  |
| --- | --- |
| Duration: | Topic: |
| 4:30 - 5:00 | Figuring out the best questions to ask our client |
| 5:00 - 5:10 | Discussion on following mentor meeting |
| 5:10 - 5:30 | Proposal requirements breakdown |
|  |  |
|  |  |