TEAM

MEETING NUMBER 9

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**Date: 18th August 2020**

**Duration: 4pm - 5pm**

# ATTENDEES

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

# AGENDA

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

* Quality Assurance Plan - Leen
* Cover Sheet, 1 page Executive Summary - Zureen
* Scope Statement - Miracle, Zureen
* Project Schedule - Harpreet
* Skills Register - Jayden

# NEXT MEETING’S AGENDA

* Combine all necessary documents, collaboratively organise the draft proposal to send through to Cheryll by **SUNDAY 23rd AUGUST**

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 16:00 - 16:10 | Discussion of how to assemble the documents |
| 16:10 - 16:20 | Signatures virtually produced for signage of documents |
| 16:20 - 17:00 | Initiated work on assigned tasks, concluded with expectations |
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