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MENTOR MEETING 4

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**Date: 19th August 2020  
Duration: 9am - 9:30am  
Location: ZOOM Meeting**

ATTENDEES

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

# AGENDA

## **Discussion**

* Recap on initial client meeting
* Scope statement overlook
* Issues - translation manual, lack of motivation, client expectations
* Missing templates

# ACTION ITEMS

1. A+ddress the missing templates
2. Complete necessary documents to have ready as a draft proposal
3. Determine the scope of the project, finalise the target audience

# NEXT MEETING’S AGENDA

* Reflection on draft proposal
* Key things to add/adjust

MEETING MINUTES LOG

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| --- | --- |
| Duration: | Topic: |
| 9:00 - 0:10 | Client meeting summary and recap |
| 9:10 - 9:20 | Scope statement analysis |
| 9:20 - 9:25 | Issues that could be potential risks |
| 9:25 - 9:30 | Missing templates |