Cheryll Singh

MENTOR MEETING 6

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**Date: 22nd September 2020  
Duration: 45 mins  
Location: ZOOM Meeting**

ATTENDEES

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

# AGENDA

## **Discussion**

* The need to figure out exactly what we’re capable of delivering
* Status report - requirements
* How different upskilling may be for each person - the need to discuss within the group of how we’re doing and if we’re struggling anywhere/anyhow
* Clients expectations vs. Ours
* Cost estimates clarified

# ACTION ITEMS

1. GET SECOND DRAFT PROPOSAL DONE ASAP to be reviewed again
2. Meet with Charles to clarify the scope and our capabilities within the expected time frame of this project

# NEXT MEETING’S AGENDA

* Address any changes to be made to the proposal

MEETING MINUTES LOG

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| Duration: | Topic: |
| 16:15-16:30 | What to focus on for the next draft proposal |
| 16:30-16:45 | Cost Estimates, Upskilling, Communication within the team and with the client - the effectiveness. Clients expectations against ours, critically addressing the scope and getting the client to sign off on it |
| 16:45-16:50 | Figuring out as a team what our strengths and weaknesses actually are and working around that to create a scope that is realistically deliverable given the time constraints. |