TEAM

MEETING NUMBER 2

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**Date: 28th July 2020**

**Duration: 8:00am - 2:00pm**

# ATTENDEES

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

# AGENDA

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

* Team Contract - Zureen
* Skills Register - collaborative
* Stakeholder Register - Miracle
* Stakeholder Strategy - Leen
* Start on Project Schedule - Jayden
* Start on Project Charter - Harpreet

# NEXT MEETING’S AGENDA

* Analyse documents, make sure all are up to standard and at least 90% complete (those of which are not on-going documents)
* Reflection about what issues may have been faced.

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 08:00 - 10:00 | Team Bonding |
| 10:00 - 14:00 | Attempting the individually allocated tasks |
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