TEAM

MEETING NUMBER 4

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**Date: 31st July 2020**

**Duration: 3pm - 5pm**

# ATTENDEES

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

# AGENDA

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

* Updating necessary documents
* Concluded a list of potential questions
* Research preparation, finding similar type of projects

# NEXT MEETING’S AGENDA

* Build a solid foundation before the initial client meeting
* Work on project charter
* Build on scope statement

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 15:00 - 16:30 | Updating necessary docs |
| 16:30 - 16:45 | Client questions completed |
| 16:45 - 17:00 | Researched, became familiar with terms and projects similar |
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