TEAM

MEETING NUMBER 5

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**Date: 4th August 2020**

**Duration: 4:30pm - 5:30pm**

# ATTENDEES

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

# AGENDA

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

* Communication Plan - Harpreet, Jayden
* Change Mgmt Plan, Change Request Form - Zureen
* Stakeholder Mgmt Plan - Leen, Harpreet
* Quality Assurance Plan - Leen
* Stakeholder Register - Zureen

# NEXT MEETING’S AGENDA

* Overview of completed/ongoing tasks
* Complete any unfinished documents, have documents and mindset ready for the client meeting

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 16:30 - 16:45 | Allocated tasks |
| 16:45 - 17:30 | Started working on them |
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