Cheryll Singh

MENTOR MEETING 2

horizontal line

**Date: 13th March 2021  
Duration: 30mins  
Location: South campus**

ATTENDEES

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

# AGENDA

## **Discussion**

* Contribution and efforts of each members towards the project
* Monitoring continuous documents and keeping them updated (risk register, issue log)
* Agreement of recurring meeting on saturdays

# ACTION ITEMS

1. Update risk and log registers - collaborative
2. Update meetings with mentor to recur every saturday - individual

# NEXT MEETING’S AGENDA

* Address any issues or challenges team members faced since the previous meeting

# MEETING MINUTES LOG

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| --- | --- |
| Duration: | Topic: |
| 10:00-10:30 | current status of the project and team efforts |
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