**Meeting Agenda**

Location: The British College, Thapathali, Kathmandu

Time: 11:00 am

Date: 28th feb-2020

Team: Team 2 (Organocity.com)

**Objectives of the Meeting**

* To identify and discover the skills and knowledge that the Skill audit and Belbin Analysis requires.
* To record the skills of an individual as well as group.
* To find out the Belbin team role profile that our team need to complete the Belbin self-Perception.
* Skill audit help us in determining our current skills, and diagnose what skills we need to accomplish our task which helps us to plan more effectively.

**Belbin Analysis and Skill Audit**

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| **Date** | **Work done** | **Agenda** |
| 02/27/2020 | Planning | We held the team meeting and Planning the main activities of this week. Refreshing the main topic of the project. Overview of the main task of Belbin analysis and skill audit. Clarify outline the purpose and objective of the meeting. |
| 02/28/2020 | Implementation | Discuss about all the information of the task that what are the things that we should be done in Belbin analysis and skill audit. Distributing the tasks and responsibilities between the team members. Discuss each and every part of Belbin analysis and skill audit that needs to discussed and debated in the meeting. We discussed about what the skills are required that we need to make our website desirable. |
| 02/28/2020 | Conclusion | At the final stage, main task is all about merging every divided task given by team member, finalizing that and submitting. |

**Attendance record**

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| **NAME** | **Attendance** |
| Saurav Shrestha | P |
| Kritika Thapa | P |
| Amit Kumar Karn | P |
| Yogesh Shrestha | P |
| Saugat Adhikari | P |
| Rambabu shah | P |