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| **Agenda** |
| **Team Name:** Group 2 |
| **Team members:** |
| Nimanthi Wanniarachchige - S84819  Kennedy Kipchumba - S84967  Brian Koima - S84922  Evans Kirwa - S84790  Yiu Wing Kwok, Stan - S84289  Rubina Sedai – S85811 (New teammate)  **Meeting Place and Time:** 1st April 2025,Room 505, CIC campus |
| **Approval of minutes of previous meeting** |
| **Objectives of the meeting:**   * Finalize the Project Topic * Preparation of the Initial report/ Concept report |
| **Schedule next meeting:** 8th April (Tue) |

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| **Minutes**  Team Name: Group 2  Attendees: Nimanthi, Kennedy, Brain, Evans, Stan, Rubina  Apologies: | | |
| Items | Notes | Action items and deadlines |
| Present/ Welcome |  |  |
| Discussion/ decision:  1. Finalize the Project Topic  2. Team member contributions | After consulted Bereket and Quan’s feedback on our 3 suggested topics, the final project title is ‘Reviving the CIC Higher Education Alumni Association’  Initial ideas for the project inclusion:   * Raising events * Brochures/ newsletter * Creating Apps or website for communication between alumni and current students   Responsibilities for each member for the development of the concept Paper   * Rationale, Purpose and Scope of the Project – Nimanthi * Estimation of Resources available or needed – Kennedy and Stan * Project deliverables/ milestones/ timeline – Evans and Brian * Measuring Project outcomes – Rubina * Key information about member details/ assisting in formatting of the document - Brian | 1. Suggested by Bereket, Milan is the contact point for Alumni association in CIC, we need consult his feedback on this topic after this meeting  **– by Kennedy**  2. Investigation on the operation of the existing CIC Alumni Association, research on it’s weaknesses, in order to plan our strategy to revive it  **– by all members**  3. Research about what is the benefit to have an alumni community  **– by all members** |
| Meeting closed |  |  |
| Next meeting | 8th April (Tue) |  |
| Minutes confirmed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) | | |