

Meeting Notes -

The expectation is that by this date, we should all have been able to finish our parts of the assessment, and we will be able to review and discuss without too much stress on us.

Deadline for the Summary is Monday 24th October.

As mentioned by Kwok in the call, we need to be as concise as possible, and try to avoid using the appendix this time - this was mentioned by Doug, and is in the guide notes for the summary report itself.

Here is the assignment for each part. If we all are happy with this, we can start with it.

Happy weekend.

Section	Owner
1. Introduction (100 words)	Nkosana
2. Quality Risks (400 words)	
3. Supply Chain Risks (400 words)	Amit
6. Conclusion (100 words)	
4. Summary of Results and Recommendations (500 words)	Kwok
5. Business Continuity/Disaster Recovery (DR) solution (500 words)	Rob