

PREPEASYAI

AGENDA

Date: October 1, 2023
Time: 11:00 am
Facilitator: Olivia Adoghe

Olivia Adoghe
Project Manager/CEO

Santana Martin
Project Manager/CEO

Malachi White
Project Manager/CEO

Vanessa Coote
Department/Executive
Sponsor

TIME	ITEM	OWNER
Sept 13 1:00 PM	Welcome/ Review of Skills	Malachi
Sept 13 2:10 PM	Recap/Task Delegation	Malachi
Sept 17 7:10 PM	Ideas	Olivia
Sept 17 8:30 PM	Assignment Completion/ Idea Decision	Olivia
Sept 20 1:00 PM	Assignment Completion	Santana
Sept 20 2:10 PM	Project Discussion/Planning	Santana
Sept 25 1:00 PM	Project Summary so far <ul style="list-style-type: none">IdeaPlan	Malachi

TIME	ITEM	OWNER
Sept 25 2:10 PM	<div>Time Planning</div> <ul style="list-style-type: none">• Outline Created• Resource Decided• Tasks Further Delegated	Malachi
Sept 29 8:00 PM	Revisions	Malachi
Sept 29 10:10 PM	Completion So Far	Malachi, Olivia, Santana