**MEETING MINUTES**

**- FIRST MEETING (Date)**

**Te Heke IT**

**Location: Auckland CBD**

**Date:**

**Time:**

**Attendance:**

**Project Sponsor – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Agenda Items**

**1.The meeting started with the sponsor introduction about NZSE**

**2.Then the team member asked enquiries about the project system’s requirements which are:**

  a.

  b.

  c.

  d.

  e.

  f.

**3.**

**4.**

**5.**

**Action Items**

**1.Creation of prototype in trello / Paulo Klostrt (Team member position) / (Date)**

**2.**

**3.**

**4.**

**Other Notes**

**Ø Planning duration period is 4 weeks from now.**

**Ø There is a room for budget increase depending on the client’s satisfaction with the project’s prototype.**

**Ø The project will be using Agile Methodology.**

**Ø The project will not include a mobile application/software.**

**Ø**

**Ø**

**Next Meeting**

**Next meeting will be held at the same place (Auckland CBD)**

**Thursday, 16th June 2022 at 9:30 am**

**Next Meeting Agenda:**

**Ø Project planning**

**Ø Key software elements**

**Ø Constraints**

**Ø Timelines for individual processes**

**Ø Roles (who does what)**

**Ø Contractors (If any)**

**MEETING MINUTES**

**- SECOND MEETING (Date)**

**Te Heke IT**

**Location: Auckland CBD**

**Date:**

**Time:**

**Attendance:**

**Project Sponsor – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Agenda Items**

**1.The meeting started with the sponsor introduction about NZSE**

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**Action Items**

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**Ø Key software elements**

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**Ø Roles (who does what)**

**Ø Contractors (If any)**

**MEETING MINUTES**

**- THIRD MEETING (Date)**

**Te Heke IT**

**Location: Auckland CBD**

**Date:**

**Time:**

**Attendance:**

**Project Sponsor – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Agenda Items**

**1.The meeting started with the sponsor introduction about NZSE**

**2.Then the team member asked enquiries about the project system’s requirements which are:**

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**Ø Project planning**

**Ø Key software elements**

**Ø Constraints**

**Ø Timelines for individual processes**

**Ø Roles (who does what)**

**Ø Contractors (If any)**

**Next meeting agenda:**

**Finalization of the project documents**

**MEETING MINUTES**

**- FOURTH MEETING (Date)**

**Te Heke IT**

**Location: Auckland CBD**

**Date:**

**Time:**

**Attendance:**

**Project Sponsor – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Agenda Items**

**1.The meeting started with the sponsor introduction about NZSE**

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**Thursday, 16th June 2022 at 9:30 am**

**Next Meeting Agenda:**

**Ø Project planning**

**Ø Key software elements**

**Ø Constraints**

**Ø Timelines for individual processes**

**Ø Roles (who does what)**

**Ø Contractors (If any)**

**MEETING MINUTES**

**- FIFTH MEETING (Date)**

**Te Heke IT**

**Location: Auckland CBD**

**Date:**

**Time:**

**Attendance:**

**Project Sponsor – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Team member position – Name (Present)**

**Agenda Items**

**1.The meeting started with the sponsor introduction about NZSE**

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**Ø Roles (who does what)**

**Ø Contractors (If any)**

**Other Notes**

**Ø (This will be the last meeting minute for the Project planning process and the actual Project will take place after the approval from the Project Sponsor. If the Project proposal gets approved the estimated time the Project will take place will be held on 4th of July 2022 and will proceed until 29th of July 2022. This does not include any possible disruption and the Project might take longer according to the possible risks it might face during its life cycle.)**