

MEETING AGENDA

Meeting/Project Name:	Team Benz		
Date of Meeting: (MM/DD/YYYY)	02/16/2018	Time:	3:30 PM
Meeting Facilitator:	Sami	Location:	VIU Library

1. Meeting Objective

Work on upcoming risk analysis document

2. Attendees

Name	Department/Division	E-mail	Phone
sami			
tony			
caleb			
ben			

3. Meeting Agenda

Topic	Owner	Time
<i>Project plan update</i>	Sami	3:30
Identify Risks	Caleb	3:40
Risk plan for risks	Ben	4:00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
<i>Come with 3 risks and 3 plans for risks</i>	All members

MEETING MINUTES

Meeting/Project Name:	Team Benz				
Date of Meeting: (MM/DD/YYYY)	02/16/2018	Time:	3:30 PM		
Minutes Prepared By:	Sami	Location:	VIU Library		
1. Meeting Objective					
Work on upcoming risk analysis document					
2. Attendance at Meeting					
Name	Department/Division	E-mail	Phone		
Sami					
Caleb					
Tony					
Ben					
3. Agenda and Notes, Decisions, Issues					
Topic	Owner	Time			
<i>Project plan update</i>	Sami	3:30			
Identify Risks	Caleb	3:40			
Risk plan for risks	Ben	4:00			
4. Action Items					
Action	Owner	Due Date			
<i>Update project plan</i>	sami	Feb 20, 2018			
Once all members hand in work, add missing work, edit document, and submit	sami	Feb 20, 2018			
Rephrase bullet points into paragraphs	Caleb	Feb 20, 2018			
Update gantt chart	Tony	Feb 20, 2018			
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/20/2018	Time:	4:00 pm	Location:	VIU Library
Objective:	Not a meeting but work individually on assigned parts to get it ready for submission				