# **Agenda - *Design Project B Team 12***

| **Date of Meeting:** <03/03/2017> | **Location:** Arts G.05 **Chair: Mark Mazzoni** |
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| 1. Purpose of Meeting | |
| Initial meeting | |

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| 2. Agenda |
| * Select 2\*2hr weekly meeting times (on top of 1 hr practical time) |
| * Complete team forms, including: scheduling team reps, project manager, minute taker and meeting chairperson for both internal and client meetings. |
| * Establish team’s main method of communication |
| * Establish file sharing procedure and protocols, choose the collaborative technologies to use |
| * Nominate a student to be “project configuration manager” |
| * Plan how team will record tasks allocated, tasks completed and hours spent |
| * Create risk register |
| * Create TQ register |
| * Start Professional Performance Innovation and Risk Analysis (PPIR) |

| 4. Items that need a decision *(check indicates handled)* | *Completed?* |
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