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

| **Date of Meeting:** <10/03/2017> | **Location:** Arts G.05 **Chair: Mark Mazzoni** |
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| 1. Purpose of Meeting | |
| * Demonstrate and get feedback on PPIR | |
| * Ask preliminary questions about closest assessment (requirements analysis) | |

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| 2. Agenda |
| * Greetings and open |
| * Steven reports on partner meeting |
| * Each team member to report on progress so far |
| * Discuss any remaining TQs (should be resolved after research and meeting reports) |
| * Team gets feedback on group PPIR |
| * Team members to get advice on individual PPIRs |
| * Organisational business:   + reminder on switch to new minute taker and chairperson   + lecture coming Tuesday?   + When will we next meet? |
| * Discussion: SWOT revealed lack of team member who is strong on legal matters, how to correct for this? |

| 4. Items that need a decision *(check indicates handled)* | *Completed?* |
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| * Set date and time for next meeting |  |
| * How to correct for legislative skills weakness |  |