

Team Meeting - 19/08/2024

Time: 18:30

Location: MS Teams

Attendees: David Abiodun (DA); Illyas Demitrtas (ID); Stephanie Irina (SI)¹

1. Project Updates and Documentation

- **Agreement on Updates:** The team agreed to centralize all progress updates in the form of files in the MS Teams workspace.

2. Next Meeting Rescheduling

- **Potential Reschedule:** As 26/08 is a Bank Holiday in the UK, it was suggested to reschedule the next meeting to either 27/08 or the weekend.

3. Risk Mitigation Discussion

- **Digitalization Risk Mitigation:** (DA) has started work on digitalization risk mitigation. (SI) will provide a risk assessment by 22/08 so that the mitigation strategy can be adjusted accordingly.

Next Steps:

- **All Team Members:** Continue to document progress in the shared file on MS Teams.
- **Meeting Reschedule:** Confirm the new date for the next meeting.

Next Meeting: TBD (either 27/08 or during the weekend, depending on team availability).

¹ Minutes produced by Stephanie Irina