**Team project agenda – planning meeting 10/03/25**

|  |  |
| --- | --- |
| **Item** | **Notes** |
| 1. Introductions – current work, experience, strengths etc. |  |
| 1. Confirm understanding of project |  |
| 1. Brainstorm research question and objectives |  |
| 1. Agree ways of working (i.e. tools to be used) |  |
| 1. Agree timelines |  |
| 1. Agree team roles |  |
| 1. Agree Week 1 and future consultation times and group meet times |  |
| 1. Agree next steps |  |
| 1. Close |  |