**ICT Project 1 - Meeting Notes Template**

Date of Meeting: 18-Mar-2020 Start Time: 09:30 AM Finished Time: 11:00 AM

Members present: Sai Harish, Kevin, Vikash, Willis

Members absent: [None]

Meeting Chairperson: Willis

Minutes taken by: Vikash

Discussion:

* Generate ideas of what to do with the dataset
* Data for Assessment-1. Update the information and get feedback from Dmitry

Summary of Meeting:

* Assessment-1 needs to be completed with a target date of 27th Mar
* A follow-up meeting will be set up on 21st Mar

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Assessment-1 - Project description | Willis | 21st Mar |
| Assessment-1 - Project scope of the full final release | Harish | 21st Mar |
| Assessment-1 - Project sponsor/client/customer signed | Vikash | 21st Mar |
| Assessment-1 – Project development and release ICT | Kevin | 21st Mar |

Next Meeting Date: 21st Mar

Next Meeting Time: TBD