**UoEo IRM Group 1**

**MEETING 2**

**AGENDA**

**Date of meeting:** Tuesday 24 March 2022

**Venue:** Zoom

[https://us02web.zoom.us/j/83651233900](https://www.google.com/url?q=https://us02web.zoom.us/j/83651233900&sa=D&source=calendar&ust=1648324676719354&usg=AOvVaw0csWA1W-saSiwH9za6UM5H)  
Meeting ID: 836 5123 3900

**Time:** 1pm UK / 9pm HK / 5pm Dubai

**Members:** Jonathan, Ying, Nitin

**Required**:

**Items:**

1. [Review of last meetings minutes](https://d.docs.live.net/73b78b07ebcd1867/IRM_PCOM7E%20March%202022_Group%201/1%20Meeting%20Agendas%20and%20Minutes/IRM%20Group%201%20Meeting%201.docx)
2. Status Report Document Unit 3

**MINUTES 3**

**Date of meeting:** Tuesday 24 March 2022

**Venue:** Zoom

[https://us02web.zoom.us/j/83651233900](https://www.google.com/url?q=https://us02web.zoom.us/j/83651233900&sa=D&source=calendar&ust=1648324676719354&usg=AOvVaw0csWA1W-saSiwH9za6UM5H)  
Meeting ID: 836 5123 3900

**Time:** 1pm UK / 9pm HK / 5pm Dubai

**Members:** Jonathan, Nitin

**Apologies**: **Minutes by**: Ying

**Required**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item:** | **Time:** | **Details:** | **Who:** | **Action:** | **When:** |
| 1. [Review of last meeting minutes](https://d.docs.live.net/73b78b07ebcd1867/IRM_PCOM7E%20March%202022_Group%201/1%20Meeting%20Agendas%20and%20Minutes/IRM%20Group%201%20Meeting%201.docx) |  | All passed | ALL | Passed |  |
| 1. Status Report Document Unit 3 |  | Explain each part output and comments  Part 1:   1. Ying 2. Jonathan 3. Nitin | ALL | Everyone can use Signal chat to keep updated and if support if needed.  A team member to submit on Monday 28th March after all happy. | To meet on Sat 26th to see how things are going.  Final checks on Sun 27th. |
|  |  |  |  |  |  |
| 1. A.O.B. |  | Final checking meeting Sunday 27th March 2022 |  | Potentially schedule in a meeting between if necessary |  |