

# AGENDA

MEETING		
DATE: 06/11/23	TIME: 14:00	DURATION: 2 hrs

PREPARATION FOR MEETING: Assigned sections of Functional Spec draft as in 31/10/23 MINUTES

TIME:	MATTER TO DISCUSS:	RESPONSIBILITY:
	Functional Spec Progress + next steps	All
	QA Manual preparation and section assignment	All
	Final role assignments: Deputy Team Leader, Deputy Testing, Deputy Software	All
5 mins	AOB	Any