

# AGENDA

MEETING		
DATE: 30/11/23	TIME: 16:00	DURATION: 1.25 hrs

PREPARATION FOR MEETING:
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TIME:	MATTER TO DISCUSS:	RESPONSIBILITY:
10 mins	Expected Deliverables, inc due dates	All
5 mins	Weekly Reports	All
5 mins	QA and FS final steps, any bits left or just wait for SJP	All
20 mins	PWS, G2 thinks we should take the lead	Project Manager, Software Manager
20 mins	Financial Business plan	Finance Manager
5 mins	AOB	Any