AGENDA

| MEETING | | |
|----------------|-------------|----------------|
| DATE: 31/10/23 | TIME: 14:00 | DURATION: 1 hr |

| PREPARATION FOR MEETING: | |
|-------------------------------|--|
| Research into Functional Spec | |

| TIME: | MATTER TO DISCUSS: | RESPONSIBILITY: |
|---------|-----------------------|-----------------|
| 45 mins | Functional Spec | All |
| 15 mins | Business Requirements | All |
| 5 mins | AOB | Any |