**Task 2 - Project Progress Meeting Minutes** (@ approx. 75% milestone)

|  |
| --- |
| **Project Name:****Location**: Date: Time: |
| **Attendees**: (*Names & Responsibilities)***Chaired By**: (*Name & Responsibility)* |
| **Item** | **Issue to Discuss & Review** | **Responsibility** |
| 1 | **Role & Responsibilities** *(review responsibilities (p18) as submitted in Task 1. Confirm & include any changes)* |  |
| 2 | **Status Report of Each Deliverable & Objective**: *(Attach 3 separate reports to these minutes – 1 x 25%, 1x 50% and 1x75%. Provide an overview of the status of each objective & key deliverables – assume this meeting is taking place at the 75% milestone mark)* |  |
| 3 | **Change Requests re Risk Contingency:** *(each student member is to provide a change request form from p31 for a change. You can nominate your own or select from list provided to you by trainer. Ensure these minutes record the outcome of each change and how it will impact the status of each deliverable & objective– change to budget, delivery time, etc)* |  |
| 4 | **Other Business:** *(Other issues raised during the meeting)****Support To Team Member****: (Describe support you provided to a team member)* |  |

**Meeting Closed:** (Time when meeting closed)

**Next Meeting:** (Time, Date & Location)

**Chair Name: Sign: Date:**