

# Agenda

## CMP298 - Workgroup Meeting 7

<b>Date:</b>	23/02/2021	<b>Location:</b>	Microsoft Teams (details in meeting invitation)
<b>Start:</b>	10:00	<b>End:</b>	14:00

Topics to be discussed		Lead
1.	Introductions	Paul Mullen
2.	Objectives and Timeline	Paul Mullen
3.	Proposer's solution <ul style="list-style-type: none"> <li>Summary of where we currently are</li> </ul>	Grahame Neale
4.	Finalising the Solution <ul style="list-style-type: none"> <li>Product Document</li> <li>Legal Text and Schedules</li> <li>Confirmation or what is and isn't in scope</li> </ul>	All
5.	Terms of Reference <ul style="list-style-type: none"> <li>Workgroup to review Terms of Reference – are they still all relevant?</li> </ul>	All
6.	Workgroup Consultation <ul style="list-style-type: none"> <li>Thoughts on initial draft</li> <li>Workgroup to define questions</li> </ul>	All
7.	Next steps <ul style="list-style-type: none"> <li>Goals of 3 March 2021 meeting</li> </ul>	Paul Mullen

*We will aim for breaks throughout, where appropriate.*