

Meeting Details	
Chair	Minute Taker
Stevan Bodiroza	Stevan Bodiroza
Date and Time	Location
15/05/2024 - Wednesday Meeting Start: 4pm (AEST) Estimated Meeting Duration: 40 min	Virtual Meeting-Zoom
Attendees	
Stevan Bodiroza – Project Manager, Neda Bodiroza – NPO Director, Alisha Swain – City Council (Executive General Manager Planning and Regulation)	
Invited Guests	
None	
Apologies	
James Smith – Griffith University Department of Urban Architecture, Hanah Goth - International Volunteer Centre	

Item	Agenda Item	Responsible Officer	Pre-Reading Paper	Time (mins)
1	Welcome and Introduction	Chair	None	5
2	Purpose of Meeting	Chair	Project Charter	3
3	Identifying the Project's Boundaries	Stevan Bodiroza	Project Charter	6
4	Establishing a Shared Understanding of Outcomes	Stevan Bodiroza	Project Charter City's Strategic Plans Youth Program 2027 Local Non-Profit Organisation's Statute	4
5	Establishing Measurable Benefits, Outcomes and Outputs	Stevan Bodiroza	Project Charter	6
6	Developing a Draft Work Breakdown Structure (WBS)	Stevan Bodiroza	WBS Draft	5
7	Q&A		None	3
8	Next Steps and Closing Remarks	Stevan Bodiroza		6
Next Meeting		To be determined at the end of this meeting. Proposed Date 29.05.2024.(WED) - Virtual Meeting via Zoom, Time TBD		