This document is Minutes of Consultation Template. It is part of the supporting assessment resources for Assessment Task 2, Step 3 of BSBPMG536.



Minutes of Consultation

Manage project risks for Eco-Natural Skin Care Australia Business Expansion Project

There will be various acceptable responses. In evaluating student answers, ensure that relevant rows are completed (similar to the examples below) with plausible responses that match the corresponding categories.

Name of attendees Date	Student name Name of attendee (must match the person identified in the recording) Date of meeting
Summary of discussion and risk treatment options	The discussion summary must match key discussion points from the consultation meeting. Risk identification and options may include and are not limited to: Implementing HR attraction strategy, retention strategy, monitoring cash flows, IT system management and training budget arrangements.
Agreement on risk priorities and risk treatment options	The student must identify risk priority and risk treatment options from their discussion.