**Weekly Meeting**

Date: 19nd November 2014

Time: 10:00 am – 12:00 am

**Expected Members:**

Cristiano Cardoso Maia, Jade Van Nelson, Kateryna Vyshnyak, Veeraj Bhura

Zulekha Anwar

**Items**

1. Each member to discuss about the tasks completed.
2. Distribution of tasks for next week.
   1. Who is going to work on the Project Management tools
      1. WBS
      2. Gantt Chart
      3. Risk analysis
      4. Critical Path analysis
3. Discussion of any issues or problems and AOB (Any Other Business).