# GROUP H – FeelGood

**AGENDA (WEEK 3)**

*MEETING TIME: 11:35 – 12:25*

*According to our tutor, the meeting will be divided into two parts: first one with the tutor and the other one with the client. Therefore, the agenda for this week will consist of 2 parts:*

1. **Meeting with the tutor**

11:35 – 12:00:

* Discuss a little about the minutes of the last meeting (check progress if necessary)
* Introduce the draft version of the project plan (might not be completed)
* Briefly dividing the tasks for next week

1. **Meeting with the client**

12:00 – 12:25:

* Ask the client all the necessary information (according to the question list + additional questions)
* Collect the information to finalize the project plan

Divide the tasks

Make more precise agenda (roles, etc…)