# CSIT321 Team Work Project Agenda

Agenda 1/2017 of the Group\_[x] Project to be held [time] on [date] in [location]

## Part A – Official Business

A1 Welcome and apologies

A2 Arrangement of agenda

A3 Business arising from the Minutes (not in the first meeting)

A4 Confirmation of Minutes (not in the first meeting)

## Part B – Project

B1 Group member introductions and exchange of contact details

B2 Creation of team roles

B3 Discussion on understanding of the issue/problem

B4 Development of clarification questions to ask the client, details to contact client.

## Part C – Other Business

C1 Upload minutes

C2 Timeline / Gantt chart

C3 Upload clarification questions

C4 Next Meeting [date]