
MEETING AGENDA PROJECT 2

Location: Lab 1.1 – On campus

Date: 24 February

Time: 10:00

TOPICS TO BE DISCUSSED:

1. OPENING

1. Introduction will be done by Sheldon Arendse.
2. Finalizing project idea.

2. ATTENDANCE

1. Attendance will be taken before the meeting starts.

3. AGENDA APPROVAL

1. Distribute current meeting agenda to attendees.
2. Request for additions to be made.
3. Attendees vote to approve final agenda.

4. OLD BUSINESS

1. Discuss the final project idea, will be taken to a vote.

5. NEW BUSINESS

1. Discuss first steps to be taken for first deliverable.

6. OTHER ITEMS

1. No other new business to discuss.

7. ADJOURNMENT

1. Leader will Approve the minutes done by the secretary, and end the meeting.