
MEETING AGENDA FOR PROJECT 2

Location: On campus

Date: 27 February

Time: 13:00

TOPICS TO BE DISCUSSED:

1. OPENING

1. Introduction will be done by Sheldon Arendse.
2. Discuss first deliverables

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. Look over rubric to determine tasks to complete, also who will complete each task.

5. NEW BUSINESS

1. Discuss timeline for each task.
2. List the main use cases' of the product.
3. Define main database elements.

6. OTHER ITEMS

1. Name the product.
2. Make time for GitHub training.

7. ADJOURNMENT

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

