

Private_Meeting #1

Prerequisite:

No.	Title	notes
1	Watch the recorded lecture on Project charter	---
2	Prepare your ideas on workload division	---

Meeting Time: 20 September, Monday at 7:00PM

Meeting's Agenda:

- Select a leader for the report responsible of:
 - Divide the workload
 - finalizing the report & choosing the format
 - make sure the paragraphs are connected
 - make sure we meet the checklist
- Discuss the project charter and the recorded lecture
- Discuss the workload division
- Discuss some points that we must include in wants, needs, etc.
- Agree on the format & font size and
- Additional Questions

Meeting Outcomes:
