**Private\_Meeting #1**

**Prerequisite:**

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| **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:**