**Quartz Power Group (QPG)**

United Kingdom (UK)

Saturday, 02 May 2020

The agenda for our weekly progress meeting will be as follows:

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| No | Discussions | Lead | Timings |
| 1. | Meeting Starts | Paul | 12:00pm |
| 2. | Update of each department  2.1 Updates from Training Department  2.2 Updates from Recruitment Department  2.3 Updates from Production Department | Paul  Maria  Karina  Zain | 12:02 pm- 12:03 pm  12:03 pm- 12:07 pm  12:07 pm- 12:11 pm  12:11 pm- 12:13 pm |
| 3. | Suggestions about future events | All Attendees | 12:13 pm- 12:17 pm |
| 4. | Concluding remarks | Paul | 12:17 pm- 12:20 pm |
| 5. | End of Meeting |  | 12:20pm |