Tutor/Client Meeting 3

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| Agenda | March 1, 2016 | 50 Minutes | Room 2.40 |

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| Type of meeting | Tutor/Client |
| CHAIRMAN |  |
| Note taker |  |
| Timekeeper |  |
| Attendees |  |

## Agenda topics

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| [Start Time] | – | [End Time] | [Topic] |

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| [Item] | Event promotion and advertisement |
| [Topic] | Is it included in the scope of our work? Are we responsible of the event’s promotion. |
| [Speaker] | To be defined |
| Comments |  |
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| [Start Time] | – | [End Time] | [Topic] |

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| [Item] | Personnel and Partners |
| [Topic] | Discuss participating companies and their roles. |
| [Speaker] | TBD |
| Comments |  |
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| [Start Time] | – | [End Time] | [Topic] |

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| [Item] |  |
| [Topic] |  |
| [Speaker] |  |
| Comments |  |
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| [Start Time] | – | [End Time] | [Topic] |

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| [Item] |  |
| [Topic] |  |
| [Speaker] |  |
| Comments |  |
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| [Start Time] | – | [End Time] | [Topic] |

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| [Item] |  |
| [Topic] |  |
| [Speaker] |  |
| Comments |  |
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| Special notes |  |