# Agenda Week 3

**Date/start time/end time:** 2015-3-3 2.30 pm to 3.30pm

**Required attendees:** Mr. George ( client ),Ishant Upadhyay(Group Leader), Francky Ngabo, Ji Nan, Hasan Lapa , Raditya Surya Pratama, Hamid Reza Heydari.

**Chairman/Secretary:** Francky Ngabo will be the Chiarman for this meeting and Ishant Upadhyay will be the secretary.

1. Everybody received and read the last week documents.
2. Everybody has agreed that the document for this week is complete.
3. Last meeting we approve to change the introduction part to remove some of the unimportant deliverables, adjust the time duration of the product and to modify the structure of the risk of the project.
4. We also come to know that it should be possible to specify the number of cars in the traffic, adjust the time setting for traffic light and save to traffic history from the previous meeting.
5. The main points of this agenda are to have the first review of the URS Document and to have the remarks on the Project Plan.
6. Next date and time for the meeting will be according to the schedule.