## Meeting Agenda

Tanks & Co™

# Meeting Information

## 

## Date: [15/09/2016] Location: [2.86]

## Starting time: 12:45 PM Ending time:12:45 PM

## Facilitator: [Richard Dyer] Contact person:[Raima Khan]

## Note Taker: [Tsanko Hadzhiev] Time Keeper:[Raima Khan]

## Attendees:

## [Richard Dyer, Raima Khan, Mihail Hadzhinikolov,

## Tsanko Hadzhiev , Zisis Damianidis ,Al-Mohaiminul Islam Khan

# Action From Previous Meeting

### 1.We will send minute document to client after one working day of meeting.

### 2.Deadline for submitting the final version of deliverable is Sunday 23:55.

### 3.We all are agreed to deliver our weekly deliverable before Wednesday 8:00.

### 4.Final version of proposal for an application is submitted.

### 5.Concept version of project plan is updated according to feedback from last meeting.

6.Everyone went through minutes of last meeting.

7.Format of “Agenda document” is updated, by adding timeline for meeting.

# Agenda Items

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| **Items to be discussed** | **Presenters** | **Time allotted** |
| Welcome | Group leader | 2 min |
| Introduction | Group leader | 1 min |
| Agenda | Contact person | 2 min |
| Final version of proposal of application | Team | 5 min |
| Project plan | Team | 15 min |
| Draft version of URS document | Team | 20 min |