## Meeting Agenda

Tanks & Co™

# Meeting Information

## 

## Date: [29/09/2016] Location: [2.86]

## Starting time: 13:30 PM Ending time:14:15 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 have updated project plan according to the feedback from last meeting.

### 2.We have delivered updated version of URS documents.

3.Everyone went through minutes of last meeting.

# Agenda Items

|  |  |  |
| --- | --- | --- |
| **Items to be discussed** | **Presenters** | **Time allotted** |
| Welcome | Group leader | 2 min |
| Introduction | Group leader | 5 min |
| Project plan | Team | 03 min |
| URS document | Team | 35 min |