Topic :

Group Number :

Group Member :

1. ……………………………………………………
2. ……………………………………………………
3. ……………………………………………………
4. ……………………………………………………
5. ……………………………………………………
6. ……………………………………………………

Date :……………………Time :………to………..

Venue :…………………………………………………….

Agenda : 1.

2.

**Discussion Topics**

1. …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Next Plan**

1. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..
2. ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Next discussion**

1. …………………………………………………………………………………………

Sitoluama, ………………………………2019

Project Manager

(……………………………………)