

YOUR PAL IN GIT

MEETING 1	
Date	14 th August 2018
Time	9.00 a.m. to 12.30 p.m.
Place	School Main hall
Topic	Project Proposal

AGENDA

Begin Time	End Time	Duration	Activity	Description
9.00 a.m.	9.15 a.m.	15 Minutes	Welcome-Sign in & apologies for non-attendants	All participants will sign in the Ipad along with the fingerprint and report non-attendants apologize.
9.15 a.m.	9.35 a.m.	20 Minutes	Presentation of Project Proposal-Introduction	Project Proposal will be presented to all the attendees by Mr. Jayaweera. The purpose and what the project is about will be explained by him.
9.35 a.m.	9.55 a.m.	20 Minutes	Current Situation and Objectives	Students current participation to seminars will be discussed by Ms. Watson. He will also explain why this project is needed. The objectives will be discussed.
9.55 a.m.	10.05 a.m.	10 Minutes	Questions and Answers Session 1	During this session the audience can discuss the doubts and get them Clarified.
10.05 a.m.	10.30 a.m.	25 Minutes	Project Proposal - Cost and Benefits	The estimated of cost analysis and benefits of this project will be discussed by Mr. Jayaweera.
10.30 a.m.	10.45 a.m.	15 Minutes	Interval	Refreshments will be Provided.
10.45 a.m.	11.15 a.m.	35 Minutes	Further Discussion of the Project Proposal	Relevant authorities will discuss Project Stakeholders, Timeline, Project Resources, Target Audience, Potential Risks and Ways of Tackling the Project.
11.20 a.m.	11.35 a.m.	15 Minutes	Clients Notations	The gathering will be Addressed and his Opinion of the Meeting will be Delivered by Ms. Watson
11.35 a.m.	11.50 a.m.	15 Minutes	Questions and Answers Session 2	During this Session the audience can discuss the doubts and get them Clarified.
11.50 a.m.	11.55 a.m.	5 Minutes	Conclusion and Adjournment	Considering Suggestions and Comments. No.2 Meeting will be adjourned.