

YOUR PAL IN GIT

MEETING 8	
Date	30 th October 2018
Time	11.30 a.m. to 1.30 p.m.
Place	School Main Hall
Topic	Handover And End of Project Review

AGENDA

Begin Time	End Time	Duration	Activity	Description
11.30 a.m.	11.45 a.m.	15 Minutes	Welcome-Sign in & apologies for non-attendant's	All participants will sign in the iPad along with the fingerprint and report non-attendant's apologize.
11.45 a.m.	11.50 a.m.	5 Minutes	Minutes of the last Meeting	The secretary will read out the minutes of the last meeting.
11.50 a.m.	12.15 p.m.	25 Minutes	Presentation of Final product with User guide	The long awaited final product along with its user guide will be delivered by Mr.Jayaweera.
12.15 p.m.	12.45 p.m.	30 Minutes	Interval	Lunch will be provided
12.45 p.m.	1.00 p.m.	15 Minutes	Discussion on overall project Progress	His feed-back will be given by Mr. Faraday. After that a discussion will take place about the overall project.
1.00 p.m.	1.10 p.m.	10 Minutes	Discussion on objectives & key Success Criteria	The key success criteria and how well the objectives have been issued will be discussed by Ms. Watson and Mr.Jayaweera.
1.10 p.m.	1.25 p.m.	15 Minutes	Discussion on Costs	Overall breakdown of the costs will be discussed by Mr.Jayaweera and will explain whether we have remaining within the estimated budget or not.
1.25 p.m.	1.40 p.m.	15 Minutes	Conclusion by Stakeholders	The opinion of all the stakeholders will be expressed.
1.40 p.m.	1.50 p.m.	10 Minutes	Client's Address	Ms. Watson will address the gathering and her opinion based on the entire project and it's progression will be delivered.
1.50 p.m.	1.55 p.m.	5 Minutes	Adjournment	No.8 Meeting will be adjourned.