

# YOUR PAL IN GIT

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MEETING 3	
<b>Date</b>	27 <sup>th</sup> August 2018
<b>Time</b>	2.30 p.m. to 3.55 p.m.
<b>Place</b>	School Main Hall
<b>Topic</b>	<b>Designing</b>

## AGENDA

Begin Time	End Time	Duration	Activity	Description
<b>2.30 p.m.</b>	2.45 p.m.	15 Minutes	<b>Welcome-Sign in &amp; apologies for non-attendant's</b>	All participants will sign in the iPad along with the fingerprint and report non-attendant's apologize.
<b>2.45 p.m.</b>	2.50 p.m.	5 Minutes	<b>Minutes of the last Meeting (3)</b>	The secretary will read out the minutes of the last meeting.
<b>2.50 p.m.</b>	3.20 p.m.	30 Minutes	<b>Presentation of Initial Designs</b>	The initial designs will be presented by Mr. Ferdinendz and Mr. Misso. The difference of advantages and disadvantages will be presented and explained.
<b>3.20 p.m.</b>	3.35 p.m.	15 Minutes	<b>Client's Address</b>	His opinion about the meeting will be delivered by Ms. Watson. Scheduling the date of the next meeting.
<b>3.35 p.m.</b>	3.50 p.m.	15 Minutes	<b>Evaluation of project project progress</b>	Progress of the project and further details that needed to be considered during the progress will be evaluated by Mr.Jayaweera.
<b>3.50 p.m.</b>	3.55 p.m.	5 Minutes	<b>Conclusion and Adjournment</b>	Considering any comments and suggestions. No.3 Meeting will be adjourned.