

YOUR PAL IN GIT

MEETING 2	
Date	16 th August 2018
Time	11.30 a.m. to 1.35 p.m
Place	SCHOOL MAIN HALL
Topic	Definition of Scope

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 the minutes of the last meeting.
11.50 a.m.	12.10 p.m.	20 Minutes	Presentation of Definition of Scope	Definition of scope will be presented to the members by Mr.Jayaweera.
12.10 p.m.	12.15 p.m.	5 Minutes	General Discussion	The audience can ask any question and doubts will be cleared out.
12.15 p.m.	12.35 p.m.	20 Minutes	Interval	Lunch will be provided.
12.35 p.m.	1.05 p.m.	30 Minutes	Presentation of Project plans	Presentations of the project plans will be conducted by Mr.Jayaweera.
1.05 p.m.	1.15 p.m.	10 Minutes	Questions and answers session	Clarified and discuss about doubts.
1.15 p.m.	1.30 p.m.	15 Minutes	Clients notations (ideas)	The gathering will be addressed by Mr.Faraday regarding her opinion of the meeting.
1.30 p.m.	1.35 p.m.	5 Minutes	Conclusion and Adjournment	Considering suggestions and comments.Meeting no.2 will be adjourned