### LONDON’S GLOBAL UNIVERSITY

# Agenda for <Meeting Name>

Date:

Time:

Duration:

Location:

**Meeting Purpose**

At the close of the meeting, the group will have achieved the following:

**Attendance**

|  |  |
| --- | --- |
| Meeting Facilitator | Dimitris Bouras |
| Meeting Secretary | Tomas Kopunec |
| Invited |  |

**Meeting Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Topic/Item** | **Time allocated** | **Discussion leader** | **Objective Number** |
| 1. | Introduction of the team | 3 min |  |  |
| 2. | Introduction of the company members | 3 min |  |  |
| 3. | IF motivation | 3 min |  |  |
| 4. | project goals, stakeholders | 7min |  |  |
| 5. | Missing functionality | 6 min |  |  |
| 6. | Proposed contribution and goals | 8 min |  |  |