### Meeting Agenda

Chairman: Monica Stoica

Note taker: Rosen Danev

Teacher: Chung Kuah

### WEEK 1 23/02/2016 13:15 PM

Agenda points:

## 13:15 – 13:20 : Intro talk

## 13:20 – 13:30 : Client interview

## 13:30 – 13:40 : Project Plan discussion/feedback

## 13:40 – 13:45 : Open talks

Weekly Plan:

## Improve Project Plan

## Start working on URS