

**Agenda Meeting Template**  
**Monday, 27<sup>th</sup> January, 12:00 – 13:45**

**In Person D-244 meetings**

**Agenda**

1.Approval of the Agenda

Yes

2.Approval of the Minutes

Not applicable

3.Announcements

3.1 To find a client without a website and successfully convince them to partake in our project

4. Business Arising

Not applicable

5. New Business

5.1 Clients

- Researching clients near the Area
  - Cosmix, a comic bookstore
  - Patisserie Afroditi
  - One of our teammates' moms for a nurse app
  - One of our teammates' uncles for a dancing website

5.2 CSM Courses Framework for department approval

- 420-436-VA System Development

6. Adjournment and Next Meeting

Minutes Taker: **Yakin**

Future minutes taker: Anwar, Alaina

**Agenda Meeting Template**  
**Thursday 30<sup>th</sup> January, 12:00 – 13:45**  
**In Person D-244 meetings**  
**Agenda**

1.Approval of the Agenda

Yes

2.Approval of the Minutes

Not applicable

3.Announcements

3.1 Cosmix replied to our request

4. Business Arising

4.1 Contacting clients

5. New Business

5.1 Clients

- Researching clients near and outside the Area
  - Nous SOMMES CAFÉ, a coffee shop
  - Les Bourrelets Café, a coffee shop
  - Chocolaterie Chocomax, a dessert shop
  - Café Navire, a coffee shop
  - Resto Café Safran, a coffee shop

5.2 CSM Courses Framework for department approval

- 420-436-VA System Development

6. Adjournment and Next Meeting

Minutes Taker: **Anwar**

Future minutes taker: Alaina, Yakin

**Agenda Meeting Template**  
**Friday 31<sup>st</sup> January, 12:00 – 13:45**

**In Person D-244 meetings**

**Agenda**

1.Approval of the Agenda

Yes

2.Approval of the Minutes

Not applicable

3. Announcements

3.1 Patisserie Afroditi and Nous sommes café replied to our request

4. Business Arising

4.1 Engaging in conversations with our clients

5. New Business

5.1 Clients

Not applicable

5.2 CSM Courses Framework for department approval

- 420-436-VA System Development

6. Adjournment and Next Meeting

Minutes Taker: **Anwar**

Future minutes taker: Alaina, Yakin