

Software Engineering & Project Meeting Agenda

Team PG09

Meeting/Project Name:	Rescue Robot, Client Meeting 1		
Date: (MM/DD/YYYY)	08/08/2018	Time:	14:10 - 14:35
Facilitator:	Ingkarni Wardli	Location:	4.62

1. Meeting Objective

- Project kick-off
- Project introduction
- Lego kit receiving
- Next week tasks allocation

2. Attendees

Client: Patanamon Thongtanunam

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Xinyi Xu, Zheng Xu

3. Meeting Agenda

Topic	Participant	Time
Project team member introduction	Project team	14:10 - 14:15
Project introduction	Client	14:15 - 14:20
Receiving the Lego kit and signing the Loan form	All	14:20 - 14:25
Review topics and next week tasks allocation	All	14:25 - 14:35
Meeting closing	All	14:35

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Establish a communication group using WeChat	Project team
Browse all the tasks of this course	Project team