**The Ultimates**

# **MEETING AGENDA**

| **Meeting/Project Name:** | Barchester City Council Car Park System | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10/Aug/2017 | **Time:** | 6:00pm |
| **Meeting Facilitator:** | CSU | **Location:** | CSU study centre, Melbourne |

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| 1. Meeting Objective |
| First review meeting regards project completion, Risks and task distribution |

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| 2. Attendees | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Shaik gouse basha |  | shaikgouse481@gmail.com | 0415176786 |
| * Ashok Mandalapu |  | ashokc201@gmail.com. | 0452611734 |
| * Ramesh Nagendla |  | r.nagendla@gmail.com | 0420488891 |
| Nithin Kumar Palarap |  | nithin0130@gmail.com | 0406789130 |

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| 3. Meeting Agenda | | |
| **Topic** |  | **Time** |
| About Iteration plan | 6:10pm |
| Task Distribution | 6:25pm |
| Documention | 6:30pm |
| Assumptions | 6:40pm |
| Risk identification | 7:00pm |
| Risk Management | 7:15pm |
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