# Agenda for a meeting

**Date**: 06.11.2017

**Place**: Fontys University of Applied Sciences, Eindhoven, Building R1, Second floor, open area

**Chairman:** Coen Stange

**Notes taker:** Dean Farnez

**Invited:** Mr. Schriek – teacher, Mr. Anderson – client

**Time and duration:**

* Starts: 16:00
* Duration 1 hour

**Topics to discuss:**

* Meet and greet – 5 minutes
* Introduce the meeting – 5 minutes
* Explain changes on new C4 – 10 minutes
* Demo deliverable – 20 minutes
* Questions from client – 5 minutes
* Questions from developers (company) – 2 minutes
* Questions from teacher – 5 minutes
* Questions from students – 3 minutes
* Discuss next deliverable – 5 minutes
* Read back the minutes of meeting – 5 minutes