# BITpro Consultants

# Meeting Agenda

## [Click to select date]

## [Time]

Type of Meeting: Fortnightly Forum

Meeting Facilitator: Elise Allen

Invitees: See class roll

1. Call to order
2. Roll call/Apologies
3. Standing items
4. News and notices
5. Team coordinator reports
6. Current deliverable open discussion

* Each team member to report on progress since last meeting

1. Notice board report
2. New business
3. [Description of open issue]
4. General questions
5. Any other business
6. Adjournment