



Meeting Agenda

- **Objective of meeting**

Understand the requirement of client and how client run their business

- **Date time and location**

12 th September 12:30Am, Room H6.97 Building H at Caulfield campus of Monash university

- **Preparation for meeting:**

Please bring: any system forms, records, and/ or any relevant system documentation

- **Duration**

Approximate 40 to 60 minutes

- **User participation (name, title/ position)**

Bec Albinson, the owner of Crafty Cuts Laser

- **Project team participation**

Fiona Huang , Jake Irving and Nasser Aloqayli

Meeting agenda:

1. Team will give a brief introduction about the current status of the project
2. Team will present current build to the client
3. Client give feedback
4. Client sign off the report
5. Further discussion about next build.