



# Meeting Agenda

- **Objective of meeting**  
Gather further requirements and confirm other functions.
- **Date, time and location**  
26<sup>th</sup> November 8:30 am, platform 3 café, Koornang Rd, Carnegie
- **Preparation for meeting**  
Any system documents, feedback and issues from last Delivery Cycle.
- **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

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## Meeting agenda:

- 1) Client will give feedback of the last Delivery Cycle (including the report).
- 2) Client and team members will discuss any issues related to the previous builds.
- 3) Team members will briefly describe the current status of the system.
- 4) Team members will present current build of the system to the client.
- 5) Team members and client will discuss how the purchasing items look like.
  - a. Including (colour, type, price, etc).
- 6) Client sign off the report.
- 7) Further discussion about next build.