Client Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| [09/04/2016] | 13:00 – 15:00 | Atech Computers |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Weekly team meeting |
| **Project Purpose** | Website for Atech Computers |

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| Agenda Item |
| 1. Apologies |
| Vineet was sick and cannot come on time. |
| 2. Acceptance of previous minutes |
| No acceptance applied. |
| 3. Action Items from previous minutes |
| 3.1 |
| No action items from previous minutes applied. |

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| Agenda Item – Business |
| 1. Deliverables |
| Discuss the customer acceptance of stage1 deliverables. |
| 2. Project data used for the next stage |
| Discussed how to deal with the differences of definitions of categories by different provider. |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| Next client meeting will be on Saturday, 23/04/2016. |