Client Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| [19/03/2016] | 12:00 – 12:30 | 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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| **Participant Names** | **Attended?** |
| Xiaochen Li | Yes |
| Vineet Joshi | No |
| Kidd Liang | Yes |

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| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
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| 2. Acceptance of previous minutes |  |  |
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| 3. Action Items from previous minutes | | |
| 3.1 |  |  |
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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Project Proposal sign off | Xiaochen Li |  |
| The project is signed off in this meeting. | | |
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| 4. Other Business |  |  |
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| 5. Confirmation of next meeting | Xiaochen Li |  |
| Next client meeting will be on Saturday, 08/04/2016. | | |
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Closure of Meeting.