Client Meeting Agenda Week 3

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [19/03/2016] | 12:00 – 12:30 | Atech Computers |

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

|  |  |
| --- | --- |
| **Participant Names** | **Attended?** |
| Xiaochen Li | Yes |
| Vineet Joshi | No |
| Kidd Liang | Yes |

|  |  |  |
| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
|  | | |
|  | | |
| 2. Acceptance of previous minutes |  |  |
|  | | |
|  | | |
| 3. Action Items from previous minutes | | |
| 3.1 |  |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Project Proposal sign off | Xiaochen Li |  |
| The project is signed off in this meeting. | | |
|  | | |
| 4. Other Business |  |  |
|  | | |
|  | | |
| 5. Confirmation of next meeting | Xiaochen Li |  |
| Next client meeting will be on Saturday, 08/04/2016. | | |
|  | | |

Closure of Meeting.