Client Meeting Agenda Week 12

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| **Meeting Date** | **Meeting Time** | **Location** |
| [21/05/2016] | 15:00 – 16:00 | 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 |
| No Apologies applied. |
| 2. Acceptance of previous minutes |
| We accepted the previous minutes. |
| 3. Action Items from previous minutes |
| 3.1 |
| No action items from previous minutes applied. |

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| Agenda Item – Business |
| 1. Work completed in the last two weeks |
| Discuss the work for the last two weeks. |
| 2. Project handover plan |
| Discuss what is going to happen in the last two weeks. |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| This is the last client meeting. |