Team Meeting Agenda Week 12

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| **Meeting Date** | **Meeting Time** | **Location** |
| [20/05/2016] | 14:00 – 15:00 | B105 |

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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** | **Who’s Responsible** | **Time Allotted** |
| **1. Apologies** | Team |  |
| No apology required. | | |
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| **2. Acceptance of previous minutes** | Xiaochen |  |
| We all accept the items from the previous minutes. | | |
| **3. Action Items from previous minutes** | | |
| No items from previous minutes is discussed | | |

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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1.Progress report | Xiaochen Li |  |
| Discuss the progress this week and fill in the progress report. | | |
| 2.Work assignment next week | Xiaochen Li |  |
| Discuss the work assignment for next work | | |
| 3.Client meeting | Xiaochen |  |
| Discuss the plan for tomorrow’s client meeting. | | |
| 4.Other Business |  |  |
| No other business is discussed. | | |
| 5.Confirmation of next week | Xiaochen Li |  |
| Next meeting will be Team meeting at 14:00 Friday, 27/05/2016. | | |

Closure of Meeting. 15:00.