ProP31 Meeting agenda Client 2018-6-15

# Meeting information

Date: 2018-6-15

Time: 12:00-12:30

Chairperson: Dimitar Parpulov

Minute maker: Dongdong Ke

Attendees requested: ProP31 All groupmates should be presented

# Preparations for meeting

1. *Create project plan and setup document.*
2. *Put mobile phone off, out of sight before entering meeting.*
3. *Update process report*
4. *Manage a room.*

# Agenda items

1. *Welcome & confirmation of the Agenda*
2. *Mail received*
3. *Minutes previous meeting*
4. ***Questions to discuss***

1. *Unscheduled questions*
2. *End of meeting*