SEG Group 09
15:00 - 16:00 Thursday 9th March 2012
Room 3D in Hartley Library

Expected Attendants
- Edward Seabrook (Chair)
- Brian Yu (Recorder)
- Kristian Elliott
- Kelvin Chan
- Oscar Mariani
- Sasan Maleki

Please Bring
- Laptop (at least one for group)
- Logbook (with time expenditure reports ready to show Sasan)
- Details of your time expenditure (in your logbook) to show to the time manager (Kelvin)
- Any questions regarding your tasks

Points of discussion
1. Progress Report
2. Allow time for each team member to clear doubts about their next task according to the project plan and the gantt chart.
3. Discuss the upcoming presentation and what we plan to present
4. Assign tasks to do with presentation.
5. Make sure every team member understands how to proceed (next task).
6. Set expected progress for the following week.
7. Decide who will be the Chair and the Recorder for the next meeting and its date.