**Project Team Meeting**

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| **Project Name:** | Subway System Simulator |
| **Team Name:** | Elite |
| **Purpose:** | General meeting to discuss about project |
| **Date & Time:** | 09/02/2016, 6:00 to 7:00 p.m |
| **Location of Meeting:** | Student Union |
| **Attendees:** | All |
| **Absentees:** | None |

**Agenda:**

* Introductions of attendees
* Background of project
* Review of project-related documents (i.e. business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* Discussion regarding possible problems in future.

**Date and time of next project team meeting:** 09/04/2016, 10:00 to 11:00 a.m