TQM ROBOTICS

CLIENT MEETING 3

horizontal line

**Date: 6th October 2020  
Duration: 30mins   
Location: Zoom Meetings**

ATTENDEES

Harpreet Singh, Jayden Kean, Leen Alzebn, Miracle Pule, Zureen Hanif

# AGENDA

## **Discussion**

* Updating client on the current status of the project
* Overview on documents that need signature
* Requirements for the project
* Clarify and propose new project costs with client

# ACTION ITEMS

# NEXT MEETING’S AGENDA

# 

# MEETING MINUTES LOG

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| --- | --- |
| Duration: | Topic: |
| 30mins | Summary of actions completed for the project since semester break and discussions for new requirements or features to be added to the software. |
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