Cheryll Singh

MENTOR MEETING 1 (Kick Off)

horizontal line

**Date: 24th July 2020  
Duration: 10:30am - 11:30am  
Location: MB308(A)**

ATTENDEES

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

# AGENDA

## **Discussion**

* Breaking down the project
* Expectations (attitude, motivation)
* Client meeting preparation

# ACTION ITEMS

1. Background client/business research to create prior knowledge
2. Client questions

# NEXT MEETING’S AGENDA

Progress report, receive feedback from the Mentor - Cheryll, adapt data obtained to fit success criterion.

# MEETING MINUTES LOG

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| Duration: | Topic: |
| 10:30-11:00 | Presentation and expectations talk from Cheryll |
| 11:00-11:30 | Discussion on guidelines, performance and procedures to follow |
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