TQM ROBOTICS - Charles Tsui

CLIENT MEETING 1

horizontal line

**Date: 13th March 2021  
Duration: 30 mins  
Location: South Campus**

ATTENDEES

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

# AGENDA

## **Discussion**

* Recurring meetings on saturdays
* Agreement of change request form
* New features and requirements for the project
* Client expectations
* Mentor roles and how the team can benefit from it

# NEXT MEETING’S AGENDA

* Have some progress of the code available to show to the client
* Status update for the project since previous meeting
* Discuss any new features added

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# MEETING MINUTES LOG

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| Duration: | Topic: |
| 10:30-10:15 | Summary of project completion over the break |
| 10:15-11:00 | New requirements for the project |
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