

3<sup>rd</sup> Team Meeting [3/2022] will be held via ZOOM at 1:00 pm on Sunday, 13 March 2022

### **Agenda**

Chair: Ratthapark Arnantayakan

Secretary: Tamarakuro Joseph Aduwari

1. Apologies

*-None-*

2. Presentations

Draft presentations will be discussed and selected to use for team meeting

3. Objectives

3.1. Discuss on presentation content and allocate tasks between team

3.2. Discuss plan and timeline on presentation and recording

4. Problems and solutions

4.1. Plan on pending information from client that can affect the content of the presentation

4.2. List of questions to ask the client

5. Other Issues

*-None-*