Meeting Location: APC Room 213

Meeting Date: 02-16-15

Start Time: 10:00

End Time: 11:00

Team Members Present: Bernard Topacio

Mark Rianzares

Paolo Lansigan

Meeting Minutes:

1. Topics Discussed:  
 ​- Client meeting date and venue

    - Question for the Client

2. Items Agreed Upon:  
  - Q/A for Client

3. Items to be clarified:

     ​- Answers to the question to be asked for the Client

4. Next Things to Do:

    - Meet with Client

5. Conclusion:

    - We need to prepare for questions for the client for our meeting on Feb 18, 2015 at BIR head office 2:00 PM. We believe that this question will help in developing the system that will meet the expectation of the client.