| Accent icon | Meeting Minutes |
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# Call to order

A meeting of **developer and client**.

# Attendees

None

# Members not in attendance

Members not in attendance included **[list names]**.

# Reports

To make the current project more efficient and start preparing layout of the new project.

# Unfinished business

To make the project generous.

More fast and suitable.

Preapare a campaign summary

Make it more good and reusable.

Make present database more efficient and like it create own tables if not present.

Make data extraction from tables more fast and efficient.

Make the same syntax but the variables should be different.

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# New business

Start working on the site project

Prepare the 10 questions on the site project.

Review the code completely and find the new features in it.

Prepare campaign summary then site project and this project.

Make project reusable for different applications.

Test the code ansd remove the bugs in that.

# Announcements

Tuesday will discuss about the questions and new project

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| Secretary |  | Date of approval |