Retail Web Turnkey Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| 29/08/2017 | 12:00pm – 1:00pm | Weltec PI Room |

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| **Meeting Member** | **Group** |
| **Meeting Purpose** | **Retail Web Turnkey Information** |
| **Project Purpose** | Gain more information about the project |

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| **Participant Names** | **Attended?** |
| James Owens | Y |
| Mark Gary Omadto | Y |
| Tom Misikea | Y |

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| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Opening Meeting | Group | 5 Minutes |
| 2. Apologies |  |  |
| None | | |
| 3. Acceptance of previous minutes |  |  |
| None | | |

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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Items to Research. | Group | 30 minutes |
| Word Press  Wampserver | | |
| 2. System Testing | Group | 25 Minutes |
| Wampserver  Practice the use of each tools | | |
| 3. Other Business. | Group | 2 Minutes |
| Next meeting will be held when need discussion. | | |

Closure of Meeting: 1:05 pm