

Department of Electrical & Computer Engineering

ENEL 400 ENMT 401 Project Title

Project Group Meeting #2

Agenda

Date: Friday March 8th 2016

Time: 10 – 11 am

Venue: VH 457

Chair: Group member 1

Secretary: Group member 2

1. Apologies

2. Minutes

3. Matters arising

4. Correspondence

5. Progress Reports:

* Group member 1
* Group member 2
* Group member 3
* Group member 4

6. Other business:

* Budgets
* Meeting schedule for year (including role allocations and attendance)

Attachments:

Minutes Group Meeting#1, draft meeting schedule, correspondence