

# Agenda Meeting – 12.11.2024

1. **Opening**
2. **Appoint note-taker**
3. **Presence**
4. **Announcements**
  1. The team started working on the project plan
5. **Discussion parts of the meeting**
  1. Find out the purpose of the project.
  2. Discuss key features and requirements.
  3. Request any resources that are to be provided by the client. (If any.)
  4. Discuss deadlines.
6. **Questions**
7. **Close**