

Meeting Agenda

[TB]

Meeting called by:	Shulan TANG	Type of meeting:	Informal meeting
Facilitator:			
Time-keeper:			
Note-taker:	Shulan TANG		
Attendees: ALL group members			
Please read:	3rd Formal Meeting Minutes; Question sheet for interview		
Please bring:	Laptop or notebook and pen		

Agenda Items

Topic	Presenter	Time allotted
-------	-----------	---------------

Weekend’s tasks discussion	All	5
Interview preparation and rehearsal	All	20
Set upcoming week tasks	All	5
Other related discussion	All	5