

Meeting Agenda

[Lobby of NT
B]

Meeting called by:	Shulan TANG	Type of meeting:	Informal meeting
Facilitator:			
Time-keeper:			
Note-taker:	Shulan		
Attendees: All group member			
Please read:	Project description		
Please bring:	Notebook and pen/ laptop		

Agenda Items

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

Discussion based on last meeting presentations	All	20
Summarize req activities to be conducted	All	5
Project site discussion	All	5
Other issues	All	5

Misc. Information

--

**Special
notes:**

Please review your ideas before discussion

Please check others note before discussion