

Gary

CITS3200 PROFESSIONAL COMPUTING

MEETING 4 AGENDA

Time: 19:00

Date: 30/07/2024

Venue: Online

Tasks	Sub Tasks
Reports	Confirmation of previous Minutes for meetings 2.1 and 3 Project outline:
Discussions/Clarifications	- Specifics of project and confirmation of Project plan - i.e: Project Language, Project OCR tools e.t.c. Discussion/Reminder of time-sheet submissions. Outline discussion points for next meeting with client
To Do	Agree to project plan/outline Assign tasks/functions to be built to individuals based on outline Setup and assign reports based on assigned tasks Setup Project Requirements
Next Meeting	Organise next meeting times - both for group and with client Send through to Chris time for next meeting Setup next/recurring meeting.