**Client Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [31/08/2020] | 1pm - 2pm | WelTec |

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| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Getting approval for Proposal, RAD template, Sitemap and Wireframe |

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| **Participants** |  |
| Ruban Ravi Sebastian (2207078) |  |
| Kalaivani Ilango (2208791) |  |
| Supun Chandra Malimage (2193624) |  |

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| **Agenda Item** | **Presenter** | **Time Allotted** |
| 1. Action Items from previous minutes   * Proposal: Altered few points in proposal based on the suggestions of learning commons advisor * Gantt chart: Made corrections based on the feedback given. * RAD template: Created new RAD template and attached in appendices section of proposal | Kalaivani, Ruban | 5 mins |
| 2. Acceptance of previous minutes of 20/08/2020 | Supun | 5 mins |
| 3. Progress - Explaining the progress of the project | Kalaivani, Ruban | 10 mins |
| 4. Proposal - Presenting the proposal for approval | Kalaivani | 15 mins |
| 5. Sitemap   * Presenting the sitemap for getting feedback and approval | Supun | 15 mins |
| 6. Rapid Application Development - Client approval form   * Getting approval for the sitemap, wireframe and questionnaires | Ruban | 10 mins |
| 7. Discussion about Next meeting date | -- | -- |