**Client Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [05/10/2020] | 10.30am – 11.30am | WelTec |

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| **Client Name:** | **Clement Sudhakar Swarnappa** |
| **Meeting Purpose:** | Presentation for Official Project Handover and Documentations Handover |

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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 | Supun | 5 mins |
| 1. Acceptance of previous minutes dated 28/09/2020 | Kalaivani | 5 mins |
| 1. Progress  * Explain about the final academic handover | Kalaivani, Ruban, Supun | 5 mins |
| 1. Application Demonstration and Client Training  * Presentation * User Training * Admin Training * Complete working model of the application with link * Overview about tools | Kalaivani, Ruban, Supun | 30 mins |
| 1. Discussion about Next meeting date | Supun | --- |