**Team Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [03/08/2020] | 10.30-12.00PM | WelTec |

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| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Meeting with Robert to show the progress of the proposal, get suggestion to proceed further |

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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. Show the preliminary version of proposal to Robert    * Discuss each topic and get suggestion    * Confirm the final date for submitting proposal | Supun, Kalai, & Ruban | 30 minutes |
| 1. Agenda for Team meeting after meet with Robert    * Discuss about the changes given by Robert    * Reallocate the topics within team members to speed it up    * Discuss about time sheet, individual log and progress report | Supun, Kalai, & Ruban | 30 minutes |
| 1. Progress of the project  * Discuss about other tasks other than documentation | Supun, Kalai & Ruban | 30 minutes |