**Team Meeting Agenda**

**Casual Jobs Database V.1**

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [07/09/2020] | 10.00-12.00PM | WelTec |

|  |  |
| --- | --- |
| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Preparation for the mid-project presentation |

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

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Presenter** | **Time Allotted** |
| 1. Discuss about mid-project presentation    * Discuss about how many slides to be created    * How the slides can be divided among team members    * What are all the information’s can be covered in the presentation | Supun, Kalai, & Ruban | 45 minutes |
| 1. Review the mail sent by Robert and create a PPT based on that    * Discuss about need and cause of change    * Gantt chart    * Plans and procedure    * Remaining deliverables    * Deliverables achieved so far | Supun, Kalai, & Ruban | 45 minutes |
| 1. Progress of the project  * Discuss about other tasks other than documentation | Supun, Kalai & Ruban | 30 minutes |