**Team Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [10/08/2020] | 10.00-12.00PM | Zoom |

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| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Team meeting to discuss the progress and allocate this week task |

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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. Creating team logo, and discussed about bringing in all the documents in a same format and style | Supun, Kalai, & Ruban | 30 minutes |
| 1. Discuss about Gantt chart and make some changes with plans and procedures | Supun | 30 minutes |
| 1. Brief discussion about the upcoming milestone and plans to meet the deadline | Supun, Kalai & Ruban | 45 minutes |
| 1. Plans to come to WelTec daily for project work | Supun, Kalai & Ruban | 15 minutes |