**Team Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [20/07/2020] | 10.00-12.00PM | Zoom |

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| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Making of Team contract, Rough draft of proposal, planning to meet the advisor, Backend Development discussion |

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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. Making of Team Contract  * How are we going to create the team contract? * Topics needs to be added in the team contract. * When are we planning to submit the team contract? * Who is taking the responsibility to create the team contract? | Supun, Kalai, & Ruban | 30 minutes |
| 1. Proposal planning    * Reading the business proposal description template from resources to get a clarity    * Researching on internet to get more insight about Proposal | Supun, Kalai, & Ruban | 1 hour 15 minutes |
| 1. Planning to meet the advisor  * When we are going to have the advisor meeting? * What needs to be discussed with advisor during advisor meeting? * How can we proceed further with the project? | Supun, Kalai & Ruban | 15 minutes |