**Team Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [24/08/2020] | 12PM-1PM | WelTec |

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| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Finalizing questionnaire, sitemap and wireframe designing. Create a client approval template |

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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. Finalizing questionnaire, sitemap, wireframe designing | Supun, Kalai, & Ruban | 1 Hour |
| 1. Prepare RAD client approval template    * Discuss how to prepare client approval template    * What are all the details can be added into the template | Supun, Kalai, & Ruban | 30 minutes |
| 1. Finalizing the meeting date with client to get the approval for RAD template | Supun, Kalai & Ruban | 30 minutes |