**Team Meeting Agenda**

**Casual Jobs Database V.1**

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [27/07/2020] | 10.00-12.00PM | Zoom |

|  |  |
| --- | --- |
| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Progress of the project, proposal, reconfirm availability of the team members and finalize team contract |

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

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Presenter** | **Time Allotted** |
| 1. Proposal planning    * Discuss the business proposal document in resources given by Robert    * Discuss each and every topic one by one based on Robert’s details    * Get clarity on the topics for understanding    * Segregate the topics among team members | Supun, Kalai, & Ruban | 1 Hour |
| 1. Discuss about documentation    * Discuss where we are currently at.    * Discuss other documentations    * Allocating documentation tasks    * Finalizing Time sheet, progress report, individual log, project diary | Supun, Kalai, & Ruban | 30 minutes |
| 1. Progress of the project  * Discuss about other tasks other than documentation | Supun, Kalai & Ruban | 30 minutes |