**Team Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [31/08/2020] | 10.00-12.00PM | WelTec |

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| **Team Name:** | **SKR Team** |
| **Meeting Purpose:** | Meeting with client, discussion about next milestone and progress of the project |

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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. Presenting the RAD template with questionnaire, sitemap and wireframe to the client    * Discuss the format of the RAD template    * Check the correctness of the details attached in the template for the future use | Supun, Kalai, & Ruban | 30 minutes |
| 1. Brief discussion about the next milestone and allocate task for this week    * Segregate the tasks to the team members    * How to complete the assigned tasks by the expected deadline    * What is the plan to meet the next milestone | Supun, Kalai, & Ruban | 1 Hour |
| 1. Progress of the project  * Discuss about other tasks other than documentation | Supun, Kalai & Ruban | 30 minutes |