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| Meeting Agenda Supervisor Meeting |

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| Location: | EN609a |
| Date: | 23/04/2018 |
| Time: | 11:30am – 12:30 pm |

# Agenda details:

## Action Items from last week (12 minutes)

* 1. Meeting minutes must be on consolidated record for each meeting
  2. 2 Members must still submit peer review form
  3. complete and sign off contribution sheet
  4. get client agreement form signed
  5. make sure everyone fills in contribution sheet

## SDLC agreement form (12 minutes)

* 1. discuss SDLC comments
  2. sign the form

## SRS (12 minutes)

## Project Plan (12 minutes)

1. Action Items for this week (12 minutes)