

Project Meeting Agenda

Jazzmans Café

3pm-4pm Wednesday 3rd November 2008

- 1) Welcome and introductions
- 2) Apologies
- 3) Purpose of meeting
- 4) Previous actions
 - a) John to report on material costs
 - b) Samuel to update on industry contact
 - c) Priya to present research findings
- 5) Regular agenda items
 - a) Project progress (team updates)
 - b) Workloads
 - c) Presentation
- 6) New Items for discussion
 - a) Presentation idea (Priya)
 - b) Materials for poster
 - c) Sofia's absence
- 8) Any Other Business
- 9) Time and Date of Next 2 Meetings:
 - a) 10th November 2008 2-3pm Library, Meeting room 3
 - b) tbc