Sample Project Meeting Agenda

Jazzmans Café

3pm-4pm Wednesday 3rd November 2008

1. Geetings (how are we feeling?)
2. Apologies (who can’t come?)
3. Purpose of meeting (team progress)
4. Previous actions (from last meeting)

* John to report on material costs
* Samuel to update on industry contact
* Priya to present research findings

1. Regular agenda items (stuff that needs to be discussed each meeting)

* Project progress (team updates)
* Workloads

- Presentation

1. New items for discussion (stuff that is new but know in advance)

a) Presentation idea (Priya)

b) Materials for poster

c) Sofia’s absence

1. Any Other Business (stuff that is relevant but not on agenda)
2. Time and Date of next meetings:

10th November 2008 2-3pm, Library, Meeting room 3

15th Nov, tbc?