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