



Meeting Agenda

Date: 19 May 2008 9:30 AM

Title of Meeting: Supervisor Meeting Number 3

Location: Swinburne University, AS417

Attendees: Jonathan Lang (supervisor), Randy Blythe, Mark Morton, Chris Adler

Checklist	Event	Member
<input type="checkbox"/>	Go through last meetings minutes and ensure action items are covered with supervisor.	All
<input type="checkbox"/>	Discuss our questions about the competitive analysis	Mark
<input type="checkbox"/>	Discuss our questions about the how some of the sections apply to our video project	Chris
<input type="checkbox"/>	Work out our issues in arranging a meeting with the client	Mayor
<input type="checkbox"/>	Find out requirements for handing up our documentation. Do we need a hard copy and a digital copy or just one?	All
<input type="checkbox"/>	Find out what should be included in the executive summary	Chris