**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

**NOTICE OF MEETING**

Notice is hereby given to SIMWEN Group 3 and Jenny that a meeting will be held in the SIMWEN class room at Central Institute of Technology (Northbridge Campus) on Monday 9th of August 2010 at 9.15am- 9.30am.

**AGENDA**

1. Welcome
2. Apologies
3. Minutes of Previous Meeting
4. Agenda Items
   1. Discuss job roles and information gathered so far
   2. Checking off what each team member has completed so far
   3. Discuss the next weeks tasks
5. Any other business
6. Date of next meeting- To be advised
7. Closure of meeting

Chairperson: Lindsey Organ Date: 04/08/2010