**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

**NOTICE OF MEETING**

Notice is hereby given to SIMWEN Group 3 that a meeting will be held in the SIMWEN class room at Central Institute of Technology (Northbridge Campus) on Monday 16th of August 2010 at 9.15am- 9.30am.

**AGENDA**

1. Welcome
2. Apologies
3. Minutes of Previous Meeting
4. Agenda Items
   1. Checking off each team members required ads and weather they completed
   2. Discussing job roles and what have been completed so far.
   3. Discuss the finely day tasks
5. Any other business
6. Date of next meeting- To be advised
7. Closure of meeting

Chairperson: Alex Jamal al din Date: 16/08/2010