**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 12.30 pm.

**AGENDA**

1. Welcome
2. Apologies
3. Minutes of Previous Meeting
4. Agenda Items
   1. Checking off each all tasks and weather they have been completed
   2. Finalizing and Submitting work
   3. Discussing feed back.
5. Any other business
6. Date of next meeting- To be advised
7. Closure of meeting

Chairperson: Alex Jamal al din Date: 18/08/2010