**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

**NOTICE OF MEETING**

Notice is hereby given to SIMWEN Group Rasar that a meeting will be held in the SIMWEN class room at Central Institute of Technology (Northbridge Campus) on Monday 30th of August 2010 at 8.45am.

**AGENDA**

1. Welcome
2. Apologies
3. Minutes of Previous Meeting
4. Agenda Items
   1. Discuss and collect researches and examples of the charter.
   2. Discuss the content of the Customer Service Charter
   3. Discuss deadlines for the tasks
5. Any other business
6. Date of next meeting- To be advised
7. Closure of meeting

Chairperson: Date: 30/08/2010