**Central Institute of Technology**

**25 Aberdeen Street**

**Northbridge**

**NOTICE OF MEETING**

Notice is hereby given to the Yellow Group that a meeting will be held in the SIMWEN Room N423, Level 4 at Central Institute of Technology (Northbridge Campus) at 8:30am on 30 August, 2010.

**AGENDA**

1. Welcome
2. Apologies
3. Agenda Items
   1. Collection and discussion of research and examples of charter
   2. Discussion of content of Customer Service Charter
   3. Discussion of deadlines for task
4. Any other business
5. Date of next meeting
6. Closure of meeting

Chairperson\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_