



SeGaBu

Steering Group Meeting Invitation

Time:

Place:

Receivers:

Agenda

1. Opening of the meeting
 - Selecting the chairman and the secretary of the meeting
 - Deciding practice for approving the meeting minutes
2. Approving the agenda
3. Project's status presentation by the project manager
4. Project review
 - Reviewing the Project Plan
5. Summing up the decisions
6. Other issues
7. Next meeting
8. Closing the meeting