



Meeting Minutes

SeGaBu

STEERING GROUP MEETING

Time:

Place:

Attendees:

1. Opening the meeting
 - a. Choosing the chairman and the secretary
2. Approving the agenda
3. Project's status
 - a. Resources
 - b. Backlog
 - c. Schedule
4. Project review
5. Summing up decisions
6. Other issues
7. Next meeting
8. Closing the meeting