

MINUTES

Meeting: *BDO* Date: *Aug 07*
 Venue: *Alan Granger's Room* Time: *9:15 am*
 Attendees: *A. Granger / Wright*
 Apologies: _____

	Agenda item/Action plan	Action by	Date
1	<i>Finish Code</i>	<i>C</i>	<i>Aug 2008</i>
2	<i>Finish POC.</i>	<i>C</i>	<i>Oct 2008</i>
3	<i>Run up test system</i>	<i>A.G.</i>	<i>Nov-Dec 08</i>
4	<i>→ set timeline in action</i>		
5	<i>→ Have P2P</i>		
6	<i>ecash as paper.</i>		
7	<i>write paper</i>	<i>C</i>	<i>Jul Aug 08</i>
8	<i>Empth Model</i>	<i>C</i>	<i>Feb 08</i>
9	<i>→ MSTAT -</i>	<i>Project</i>	
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Dr. Wright Ex.
D164

Guidelines for a successful meeting:

1. Make sure the meeting is really necessary.
2. Be prepared.
3. Be punctual.
4. All others to speak.
5. Respect other opinions.
6. Stick to the agenda.
7. Finish the meeting with an action plan.
8. Finish the meeting on time.