1. Review Agenda [1 min]
   -- Make modifications to this agenda

2. Introductions [5 min]
   -- Get to know one another
   -- Round Robin introduction

3. Description of Problem [15 min]
   -- Discuss Current Solution
   -- Discuss Current Problems
   -- See demonstration (if possible)

4. Description of Project [15 min]
   -- Discuss of Project Proposal
   -- Description of Requirements
   -- Find out who our contacts are

5. Q&A [5 min]
   -- Ask client pertinent questions

6. Review Meeting [2 min]
   -- Review Main points covered in meeting
   -- Review project requirements

7. Adjourn