Advisor Meeting Agenda Week 3

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [17/03/2016] | 14:30 - 15:30 | Campus B102 |

|  |  |
| --- | --- |
| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Weekly team meeting |
| **Project Purpose** | Website for Atech Computers |

|  |  |
| --- | --- |
| **Participant Names** | **Attended?** |
| Xiaochen Li |  |
| Vineet Joshi |  |
| Chalinor Baliuag |  |

|  |  |  |
| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies | Vineet |  |
| Vineet was late for Monday’s meeting, so we had to change the meeting time. | | |
| The advisor recorded his working schedule, and Vineet assure the team to be on time for meetings. | | |
| 2. Acceptance of previous minutes |  |  |
|  | | |
|  | | |
| 3. Action Items from previous minutes | | |
| 3.1 |  |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Proposal refinement | Chalinor |  |
| As we have a new member, the tasks allocated have to be changed. Also the project task items are to be splitted to fit this change. | | |
| The refinement should be completed before weekends. | | |
| 2. Task allocation for this week | Xiaochen Li |  |
| Project has been started today, and the work is assigned as the following | | |
| Documentation work is handed over to Vineet;  Vineet: run through all the processes of current application;  Xiaochen Li: research Reaction Commerce platform, understand how is the project constructed, and prepare for the UI modification stage. | | |
| 3. Proposal sign off | Xiaochen Li |  |
| When the proposal will be signed off. | | |
| The client won’t have time during the weekdays, so we are going to find him at this weekends. | | |
| 4. Other Business |  |  |
|  | | |
|  | | |
| 5. Confirmation of next meeting | Xiaochen Li |  |
| Weekly meeting | | |
| Next team weekly meeting will be at 1pm this Friday. | | |

Closure of Meeting.