Advisor Meeting Agenda Week 4

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| **Meeting Date** | **Meeting Time** | **Location** |
| [22/03/2016] | 16:00 - 17:00 | B108 |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Advisor Weekly Meeting |
| **Project Purpose** | Website for Atech Computers |

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

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| 1. Apologies | Team |  |
| No apology required | | |
| **2. Acceptance of previous minutes** | **Team** |  |
| * Proposal refinement * Proposal sign off * Task allocation for the week | | |
| 3**. Action Items from previous minutes**   * Proposal Refinement * Proposal sign off * Task allocation | | |
| **3.1 Work done last week** | **Team** |  |
| **The completion of work :**   * **Xiaochen:** Proposal refinement, Proposal sign off * **Vineet:** Run through project successfully completed | | |

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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1. Progress Report Check  2. Work completion  3. Schedule of Advisor meeting  4. Discussion on Study reports | Chalinor |  |
| 2. **Discussion on Study Reports**   * **Xiaochen:** study report on Core concept of Javascript and understanding of reaction commerce * **Vineet:** Study report on understanding workflow of reaction commerce. | | |
| 4. Other Business |  |  |
|  | | |
| 5. Confirmation of next meeting | Chalinor |  |
| Next advisor meeting is on 4th April, 2016 (Monday) | | |

Closure of Meeting.