Advisor Meeting Agenda Week 10

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| **Meeting Date** | **Meeting Time** | **Location** |
| [03/05/2016] | 11:00 - 12:00 | T7 |

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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** |  |
| Xiaochen Li | Yes |
| Vineet Joshi | Yes |
| Chalinor Baliuag | Yes |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| 1. Apologies | Team |  |
| Vineet was 15 minutes’ late for the adviser meeting | | |
| 2. Acceptance of previous minutes |  |  |
| Discussed whether we agree with the items of previous minutes. | | |
| We all accept the items from previous minutes. | | |
| 3**.** Action Items from previous minutes | | |
| 3.1 No items from previous minutes discussed | Team |  |
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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1.Check progress report | Chalinor |  |
| Chalinor check the progress report. | | |
| Development is progressing fine: client side file parsing has been done, with the output listed on the product import page. Next step is to complete the database design and the interaction between client and the server.  Database design is behind the schedule because Vineet put off his work. He determines to work much harder this week to catch up with the progress. | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members | | |
| Xiaochen: database design and development;  Vineet: database design and document | | |
| 3. Other Business |  |  |
| No other business is related. | | |
| 4. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 9 May, 2016 (Monday) | | |