Advisor Meeting Agenda Week 11

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| **Meeting Date** | **Meeting Time** | **Location** |
| [10/05/2016] | 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 |  |
| No apology required | | |
| 2. Acceptance of previous minutes |  |  |
| Discussed whether we agree with the items of 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. | | |
| Database design been has completed and the implementation can be started from today.  Phase 4 unit test has been completed and the report was sent by email. | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members | | |
| **Xiaochen:** Database implementation – 10 hours;  Develop scanning mechanism – 20 hours.    **Vineet:** Database design document – 10 hours;  Testing and document – 20 hours | | |
| 3. Chali’s schedule | Xiaochen |  |
| Check with Chali about her timetable for the next few weeks. | | |
| According to Chali’s schedule, she is available for another two advisor meeting: 17th and 24th of May. | | |
| 3. Other Business |  |  |
| No other business is related. | | |
| 4. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 17 May, 2016 (Tuesday) | | |

Closure of meeting: 11:30am