Advisor Meeting Agenda Week 12

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| **Meeting Date** | **Meeting Time** | **Location** |
| [17/05/2016] | 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. | | |
| Development: all pages have been completed, details to be improved;  Test docs: test cases are not completed yet, descriptions need to be put in another way.  Next Tuesday will be the last advisor meeting, and Chali wants to see all the docs done. | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members | | |
| **Xiaochen:** Page improvement – 30 hours;    **Vineet:** Produce project test case document – 10 hours;  Unit test – 20 hours | | |
| 3. Other Business |  |  |
| No other business is related. | | |
| 4. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 24 May, 2016 (Tuesday) | | |

Closure of meeting: 11:45am