Advisor Meeting Minutes Week 13

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| **Meeting Date** | **Meeting Time** | **Location** |
| [24/05/2016] | 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’s work missed the deadline | | |
| 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. | | |
| 1. We are optimistic about our working hours: we are both going to spend more than 435 hours for the project before the academic deadline; 2. Test work is a little bit later than planned; and all the test cases and reports should be arranged in the way that can represent the methodology; | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members | | |
| 1. Project closeout report and individual report; 2. Preparation for the client and academic handover. | | |
| 3. Other Business |  |  |
| No other business is related. | | |
| 4. Confirmation of next meeting | Xiaochen |  |
| This is the last adviser meeting. | | |

Closure of meeting: 12:00am