Advisor Meeting Minutes Week 6

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| **Meeting Date** | **Meeting Time** | **Location** |
| [06/04/2016] | 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 |  |  |
| No apology required | | |
| 2. Acceptance of previous minutes |  |  |
| No acceptance required | | |
| 3**.** Action Items from previous minutes | | |
| 3.1 Reschedule of the advisor meeting | Team |  |
| Discussed a new time for the advisor meeting. | | |
| Advisor meetings will be at 11am every Monday, subject to the change of Chalinor’s schedule. Xiaochen should confirm with Chali whether she will be available for Monday meeting; if not, Chali should suggest another time. | | |
| 3.2 Source code management | Team |  |
| Discussed the way of code version control. | | |
| We will manage code versions using github. The repository address is <https://github.com/brianxcl/ibuyit.git>. If there is any code pushed to the repository, the author should email the team. | | |

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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1. Audit | Chalinor |  |
| Discussed the advice of improvement that Robert has given us. | | |
| 1)Agenda items have been misused, and the content should be more specific;  2)Informal communication with client should be kept;  3)Should use progress reports for team meeting, do not use agenda any more;  4)Backups should not be stored on laptop; a home desktop is preferable;  5)Docs also need to managed by version control tools. | | |
| 2. Work this week | Team |  |
| Discussion of the work to be done this week. Especially, what we will do to eliminate the misunderstanding of the expectation of the design documents. | | |
| For all members:  1) Hold a small meeting after the advisor meeting, discuss fully of what should be expected in the design doc; and make a plan based on the design for the next two weeks;  2) Review what have been learned these days, and practise more;  3) Join the client meeting 1pm this Saturday. | | |
| 4. Other Business |  |  |
| No other business is related. | | |
| 5. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 11th April, 2016 (Monday) | | |

Closure of Meeting. 12:15