Advisor Meeting Agenda Week 8

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| **Meeting Date** | **Meeting Time** | **Location** |
| [19/04/2016] | 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 | Team |  |
| No apology required | | |
| 2. Acceptance of previous minutes |  |  |
| Discussed whether we agree with the items of previous minutes. | | |
| We all accept the items of the 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. | | |
| All documents have been completed so far. The progress is progressing well, and the time spent by each team member is fine. | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members. | | |
| Xiaochen: About us page;  Fix of small bugs;  Initialization of shop data into database.  Vinnet: Complete functionality analysis;  Schema analysis. | | |
| 3.Second Audit |  |  |
| Discussion the time booked and the preparation for the second audit. | | |
| We have booked the second audit 3pm tomorrow (20 April).  All the docs have been improved according to Robert’s suggestions.  All the docs have been moved to GitHub for version control, every time we sync files with the online repository, we make a local copy of it. | | |
| 4. Other Business |  |  |
| No other business is related. | | |
| 5. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 27 April, 2016 (Wednesday) | | |

Closure of meeting: 12:00