Advisor Meeting Agenda Week 9

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| **Meeting Date** | **Meeting Time** | **Location** |
| [27/04/2016] | 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 | No |
| Chalinor Baliuag | Yes |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| 1. Apologies | Team |  |
| Vineet was absent. | | |
| 2. Acceptance of previous minutes |  |  |
| Discussed whether we agree with the items of previous minutes. | | |
| We all accept the items from 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. | | |
| The project is progressing well. All administrative documents are up to date, development work is tracking properly.  Vineet hasn’t filled in his work time last week, he must finish it before Friday. | | |
| 2.Work this week | Xiaochen |  |
| Discuss the task assigned to team members | | |
| From this week, we are going to do more on documentation. We must using team meeting time to discuss what documentation we need and how to prepare for them.  **Xiaochen:** Database design – 10 hours;  Develop scanning mechanism – 20 hours.    **Vineet:** Database design document – 20 hours;  Testing and document – 10 hours | | |
| 3. Other Business |  |  |
| No other business is related. | | |
| 4. Confirmation of next meeting | Xiaochen |  |
| Next advisor meeting will be on 2 May, 2016 (Monday) | | |

Closure of meeting: 11:45