Client Meeting Agenda Week 8

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| **Meeting Date** | **Meeting Time** | **Location** |
| [23/04/2016] | 15:30 – 16:00 | Atech Computers |

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| **Meeting Leader** | Xiaochen Li |
| **Meeting Purpose** | Weekly team meeting |
| **Project Purpose** | Website for Atech Computers |

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| **Participant Names** | **Attended?** |
| Xiaochen Li | Yes |
| Vineet Joshi | Yes |
| Kidd Liang | Yes |

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| Agenda Item |
| 1. Apologies |
| No Apologies applied. |
| 2. Acceptance of previous minutes |
| We accepted the previous minutes. |
| 3. Action Items from previous minutes |
| 3.1 |
| No action items from previous minutes applied. |

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| Agenda Item – Business |
| 1. Deliverables |
| Discuss the customer acceptance of deliverables last week. |
| We showed the client the current website. He said he was satisfied with the current design of pages. |
| 2. Work next two weeks |
| Discussed plan for the next two weeks. |
| We will prepare the product database design. Based on the schema analysis done last stage, we will compare the provider scv files with the current attributes provided by the framework, see how we can change to fit the data columns by those profiles. |
| 4. Other Business |
| No other business required. |
| 5. Confirmation of next meeting |
| Next client meeting will be on Saturday, 07/05/2016. |