Team Meeting Agenda Week1

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [05/03/2016] | 19:00 – 20:00 | Home |

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

|  |  |
| --- | --- |
| **Participant Names** | **Attended?** |
| Xiaochen Li |  |
| [participant name] |  |
| [participant name] |  |

|  |  |  |
| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
|  | | |
|  | | |
| 2. Acceptance of previous minutes |  |  |
|  | | |
|  | | |
| 3. Action Items from previous minutes | | |
| 3.1 |  |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Work for next week | Xiaochen Li |  |
| The initial version of project proposal has been completed, and next week will be left for Robert’s comments and the corresponding modification. And it is expected to have the proposal signed off by the end of this week. | | |
| **Xiaochen Li** will be responsible for the following tasks:   1. Go to Robert for his comments on the initial proposal on Monday; 2. Refinement of the proposal; 3. Proposal signed off on weekends in the client’s shop. | | |
| 4. Other Business |  |  |
|  | | |
|  | | |
| 5. Confirmation of next meeting | Xiaochen Li |  |
| Next meeting will be team weekly meeting next Friday. | | |
| Note: no advisor meeting for the first two weeks, because the advisor hasn’t been allocated yet. | | |

Closure of Meeting.