Team Meeting Agenda Week 2

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| **Meeting Date** | **Meeting Time** | **Location** |
| [11/03/2016] | 13:00 – 14:00 | Campus |

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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 |  |
| Vineet Joshi |  |
| [participant name] |  |

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| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
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| 2. Acceptance of previous minutes | Xiaochen Li |  |
| Robert’s comments on System proposal and the progress of correction. | | |
| Robert approved most part of the proposal except for some appropriate words. But he wasn’t happy about the mothodology of building from scratch. He had a misunderstanding of it because the word “scratch” was not proper in our case. It was just a wrong word but made us find another solution. | | |
| 3. Action Items from previous minutes | | |
| 3.1 Work for this week | Xiaochen Li |  |
| Review and modification of proposal was completed. But the team had a new member, so we had to accomodate his tasks in our plan. | | |
| We will discuss for another day to sign off the proposal in this meeting, ideally next week. | | |

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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Work next week | Xiaochen Li |  |
| Responsibilities will be assigned as the following: | | |
| **All team:** install Ubuntu and run the project properly;  **Xiaochen:** research Reaction Commerce platform, deliver study report;  **Vineet:** go through the workflow of Reaction, deliver document. | | |
| 2. Other Business | Xiaochen Li |  |
| Confirmation of roles of team member. | | |
| **Xiaochen Li:** team leader, in charge of development and project management;  **Vineet:** team member, in charge of documentation, web design and database design. | | |
| 3. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be advisor meeting at 1 pm next Monday, 14/03/2016; | | |

Closure of Meeting.