Team Meeting Agenda Week 3

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| **Meeting Date** | **Meeting Time** | **Location** |
| [18/03/2016] | 13:30 – 14:30 | 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 |  |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| **1. Apologies** | Vineet |  |
| Vineet hasn’t prepared the meeting agenda. | | |
| Today’s agenda will be given to Xiaochen, all the documentation will be handed over to Vineet from the advisor meeting next week. | | |
| **2. Acceptance of previous minutes** |  |  |
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| **3. Action Items from previous minutes** | | |
| **3.1 Completion of the work** | Xiaochen Li |  |
| The work done for this week and what’s going well, or not well, and why. | | |
| Vineet’s virtual machine doesn’t work well with the wifi connection. He has spent more time than planned to fix the issue. His tasks will be rearranged for this exception.  Work of Xiaochen has been going well, and is a liitle ahead of schedule. Study report is kept as the research goes. He is on the way to start development. | | |

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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: | | |
| **Xiaochen:** research Reaction Commerce platform, deliver study report;  **Vineet:** fix the wifi problem as quickly as possible;  go through the workflow of Reaction, deliver document. | | |
| 2. Proposal Sign off | Xiaochen Li |  |
| Discuss the time for sign off. | | |
| We will sign off the proposal this weekend, everyone should give time for that. | | |
| 2. Other Business |  |  |
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| 3. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be advisor meeting at 1 pm next Monday, 21/03/2016; | | |

Closure of Meeting.