Team Meeting Agenda Week 4

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| **Meeting Date** | **Meeting Time** | **Location** |
| [28/03/2016] | 14:00 – 15:00 | 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 | Y |
| Vineet Joshi | Y |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| **1. Apologies** | Xiaochen Li |  |
| Meeting was cancelled on 25th March (Friday) due to Easter holiday | | |
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| **2. Acceptance of previous minutes** |  |  |
| * Proposal Sign off * Run Project successfully * Proposal Refinement | | |
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| **3. Action Items from previous minutes**   * Proposal Sign Off * Deliver study reports on Core concept of reaction commerce * Fix Wifi Problem for VMware * Go through workflow of Reaction Commerce | | |
| **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 works properly and project run successfully into VMware.  Proposal signed off by Xiaochen on saturday. Everything is going well except working schedule.  Vineet Research of workflow for reaction commerce is going well.  Working schedule not suitable for vineet sometimes. Due to my other tasks as well but vineet is able to manage project schedule.  Team meeting on 25/03/2016 (Friday) by Xiaochen as there was no bus, no shops open so it's difficult to reach at meeting location. | | |

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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:** go through the workflow of Reaction, deliver document. | | |
| 2. Discussion on Study Reports | Xiaochen Li |  |
| * Vineet needs to prepare a study report on working of Reaction Commerce while Xiaochen needs to prepare study report on core concept of reaction commerce platform. * Discussion on Documentation about study report for example format for study report, how long it should be and what should we include in it. | | |
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| 2. Other Business |  |  |
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| 3. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be Team meeting at 1 pm this Friday, 01/04/2016. | | |

Closure of Meeting.