Team Meeting Agenda Week 5

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| **Meeting Date** | **Meeting Time** | **Location** |
| [01/04/2016] | 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** |  |  |
| No apology required | | |
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| **2. Acceptance of previous minutes** |  |  |
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| **3. Action Items from previous minutes**   * Discussion on study reports * Working of Reaction commerce * Research reaction commerce platform | | |
| **3.1 Completion of the work** | Xiaochen Li |  |
| The work done for this week and what’s going well, or not well, and why.  Everything is going well. Vineet got little misunderstood in the concept of workflow for reaction commerce and took advice from Xiaochen Li. | | |
| Vineet didn’t bring all his documentation, he would bring study report coming monday in advisor meeting.  Xiaochen has keep his study report updated in paperwork and he has built the project’s github repository. | | |

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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:** Write sample code of website, further study of the platform.  **Vineet:** Finish workflow analysis for reaction commerce | | |
| 2. Audit | Xiaochen Li |  |
| To book an appointment with Robert for the first audit. | | |
| We have booked 3pm next Tuesday for the audit. | | |
| 3 Client meeting | Xiaochen Li |  |
| Time for next client meeting. | | |
| Client meeting will be on next Saturday. | | |
| 4. Other Business |  |  |
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| 5. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be Team meeting at 14:00 this Friday, 08/04/2016. | | |

Closure of Meeting.