Team Meeting Agenda Week 6

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| **Meeting Date** | **Meeting Time** | **Location** |
| [11/04/2016] | 13:00 – 14:00 | B105 |

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

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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** |  |  |
| No acceptance of previous minutes. | | |
| **3. Action Items from previous minutes** | | |
| **3.1 Client meeting** | Xiaochen Li |  |
| Discussed what happened for the client meeting, and the client’s opinion in the deliverables. | | |

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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1. Plan for this week | Xiaochen Li |  |
| Discuss the work assignment of this week. | | |
| 2. Documentation | Xiaochen Li |  |
| Introduction of new templates for agenda and minutes.  Explanation of change of a new document version management method. | | |
| 4. Other Business |  |  |
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| 5. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be Team meeting at 13:00 this Friday, 15/04/2016. | | |

Closure of Meeting. 14:15