Team Meeting Agenda Week 7

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| **Meeting Date** | **Meeting Time** | **Location** |
| [15/04/2016] | 14:00 – 15:00 | 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** | Team |  |
| No apology required. | | |
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| **2. Acceptance of previous minutes** | Xiaochen |  |
| No acceptance of previous minutes. | | |
| **3. Action Items from previous minutes** | | |

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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1. Acceptance from previous minutes | Xiaochen Li |  |
| Explanation what is Acceptance from previous minutes  Resolution:- Acceptance from previous minutes happens in very beginning of meeting. | | |
| 1. Check Team Progress | Xiaochen Li |  |
| **Vineet:-** Issue has been raised about notes while doing research.  Discussion of what to write in notes or how to write and why to write notes.  Discussion of APA referencing in writing notes/  Resolution:- writing notes is to prove your work done from research.  No need for apa referencing for notes as it is informal.  **Xiaochen:-** Discussed about header and footer which haven’t been finished yet and need to add more tags and contents in footer. Xiaochen also prepared rough draft for project. | | |
| 1. Work for next week | Xiaochen |  |
| Team plan doesn’t need to change for next week. | | |
| 1. 2nd Audit | Vineet |  |
| Discussion on when to book our 2nd Audit for the project.  We will book 2nd audit today and we plan to book 2nd audit on 20th April 2016 Wednesday at 15:00. | | |
| 1. Other Business |  |  |
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| 1. Confirmation of next week | Xiaochen Li |  |
| Next meeting will be Team meeting at 14:00 Friday, 22/04/2016. | | |

Closure of Meeting. 15:09.