Advisor Meeting Minutes Week 7

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| **Meeting Date** | **Meeting Time** | **Location** |
| [15/04/2016] | 14:00 - 15:00 | Campus |

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

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| **Participant Names** |  |
| Xiaochen Li | Yes |
| Vineet Joshi | Yes |
| Chalinor Baliuag | Yes |

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| **Agenda Item** | **Who’s Responsible** | **Time Allotted** |
| 1. Apologies |  |  |
| No apology required | | |
| 2. Acceptance of previous minutes | Team |  |
| Discussed whether we agree with the items of previous minutes. | | |
| We all accepted the previous minutes | | |
| 3**.** Action Items from previous minutes | | |
| 3.1 |  |  |
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| **Agenda Item – Business** | **Who’s Responsible** | **Time Allotted** |
| 1.Work completion | Team |  |
| Discussed the completion of work of last week. | | |
| Xiaochen: keeps studying the platform, and can begin development work next week;  Vineet: Keep learning about MongoDB and find more details for schemas analysis  Suggestions from Xiaochen:- Create notes everytime while Vineet do research for his study. | | |
| 2. Work for this week | Team |  |
| Discussed the work assignment for this week | | |
| Xiaochen: development doc of project structure, routing and templates;  Customization of header and footer of the website.  Vineet: finish core functionality analysis;  MongoDB schema analysis. | | |
| 4. Other Business |  |  |
| No other business is related. | | |
| 5. Confirmation of next meeting | Xiaochen |  |
| Next team meeting will be at 14:00, 22nd April, 2016 (Friday) | | |

Closure of Meeting. 15:09