

# [Database Evaluator] Meeting Agenda

**Meeting Date**

[23/08/16]

**Meeting Time**

11:00 – 12:00

**Location**

[Level 7 T block]

**Meeting**

Changming Wu

**Leader****Meeting**

Review documents and the status of project

**Purpose****Project****Purpose****Participant Names****Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura


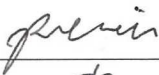



Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
Absent: Hardik Kansara - Sick leave		
2. Acceptance of previous minutes		
3. Action Items from previous minutes		

Agenda Item – Business	Who's Responsible	Time Allotted
1. Review requirements analysis document		
2. Review project proposal document		
3. Review the weekly progress report (week 6)		
4. Reflection about the project audit 1		
5. Confirm next advisor meeting		

**Adapted from: Fast Foundation for Project Management – Meeting Agenda & Minutes Record**

Reference The Fast Forward MBA in Project Management, Chapter 10-11

Filename: Advisor Meeting Agenda for 23-08-16 (2).doc

Name	Sign	Date
Dr. Steve McKinlay		
Patrick Cura		23/08/16
Kwinno Pineda		23/08/16
Hardik Kansara		23/08/16
Changming Wu		23/08/16