

# [Database Evaluator] Meeting Agenda

**Meeting Date**

[31/07/16]

**Meeting Time**

11:00 – 11:30

**Location**

[B105 B Block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**

Discuss the developing tasks of each DSDM and review the status of project

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

Changming Wu




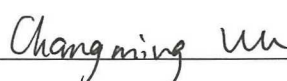
Hardik Kansara

Kwinno Pinede

Patrick Cura

Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
3. Action Items from previous minutes		

Agenda Item – Business	Who's Responsible	Time Allotted
1. Discuss the developing tasks of DSDM		
2. Review the status of project		
3. Planning tasks for next week		
4. Confirmation of next meeting		

Name	Sign	Date
Patrick Cura		31/07/16
Kwinno Pineda		31/07/16
Hardik Kansara		31/07/16
Changming Wu		31/07/16

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

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

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