

[Database Evaluator] Meeting Agenda

Meeting Date
[13/09/16]

Meeting Time
11:00 am

Location
[Level 7 T block]

Meeting Leader Changming Wu

Meeting Purpose Review the status of project for week 9 and sign off documents

Project Purpose

Participant Names	Attended?
Steve McKinlay	
Changming Wu	
Hardik Kansara	
Kwinno Pineda	
Patrick Cura	

Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes Sign off the advisor meeting minutes for 06/09/16		
3. Action Items from previous minutes		

Agenda Item - Business	Who's Responsible	Time Allotted
1. Review the weekly progress report - week 9 (05/09/16 - 11/09/16)		
2. Sign off the document of Foundation Phase Tasks and milestone		
3. Demonstrate the demo of Exploration Phase		
4. Confirm next advisor meeting		


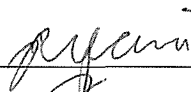

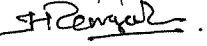
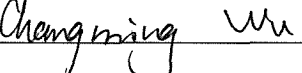
Additional Item:

5. Discuss the implementation support document

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 13-09-16.doc

Name	Sign	Date
Dr. Steve McKinlay		13/9/16
Patrick Cura		13/9/16
Kwinno Pineda		13/09/16
Hardik Kansara		13/9/16
Changming Wu		13/09/16