

[Database Evaluator] Meeting Agenda

Meeting Date

[10/08/16]

Meeting Time

14:00 – 15:00

Location

[Level 7 T block]

**Meeting
Leader**

Changming Wu

**Meeting
Purpose
Project
Purpose**

Review project proposal of Database Evaluator

Participant Names**Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura


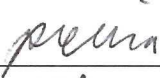



Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
3. Action Items from previous minutes		

Agenda Item – Business	Who's Responsible	Time Allotted
1. Review project proposal		
2. Discussion about project/deliverables		
3. Discussion about methodology		
4. Discussion about customer - data security		
5. Confirmation of next 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 10-08-16 (3).doc

Name	Sign	Date
Dr. Steve McKinlay		
Patrick Cura		10/8/16
Kwinno Pineda		10/8/16
Hardik Kansara		10/14/16
Changming Wu		10/08/16