[Database Evaluator] Meeting Minutes

Meeting Date	**Meeting Time**	**Location**
[13/09/16]	11:00 am	[Level 7 T block]

Meeting Leader	Changming Wu
Meeting Purpose Project Purpose	Review the status of project for week 9 and sign off documents

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

Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
Sign off the advisor meeting minutes for 06/09/16 - Steve reviewed and signed 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) - Project team created the weekly progress report (week 9). - It presented the status of project including the current total hours, period tasks and the planning tasks for next week. - Project team still worked hard and did the project smoothly in week 9. We have already caught the planning schedule as our estimation. We can make the close of the Exploration Phase. - Project team did not finish the website test report of Iteration one for Engineering Phase.		
2. Sign off the document of Foundation Phase Tasks and milestone - Steve reviewed and signed off the document of Foundation Phase Tasks and milestone. - Project team reviewed and signed off the document of Foundation Phase Tasks and milestone.		

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Reference The Fast Forward MBA in Project Management, Chapter 10-11
Filename: Advisor Meeting Minutes for 13-09-16.doc   1 of 3

3. Demonstrate the demo of Exploration Phase
- Kwinno showed the demo of website for Steve and the basic function of the website
- Ask Steve that we can us some images for internet of not
- Website just has the basic structure and functionality

4. Discuss the training and implementation support document
For training document
- Develop a documentation to explain everything for user who used or never used the software before how they will run and work
- Everything for the software install and run maybe can include screenshot
- Train the users how to use the software
For implementation support document
- A documentation about on download software, download zip file, how to install and setup the software, how the system requirement will be needed for setup and implementing and make it running
These documents just need to be delivered the end of the project.
It is better to start to draft the documents and show the documents to Steve next 2 weeks and he will give some comment about it.

5. Discuss the individual report
- Just a personal reflection about how you feel about the project, what you think of the strongpoints and weakpoints work, what things you learn and issues in the project
- It's a chance to write what you feel like and value of this project
- Be honest on this report

6. Discuss the content of closeout report
- Develop a closeout report for each phase
- Do not too much details for the closeout report. One page is enough. To summarize all the tasks during this phase including tasks and hours. What has been completed and incomplete. And plan for next phase. Any reflection about how about this phase (well and unwell).

7. Discuss the testing
- Try to make an appointment with John Gould and give some ideas for testing
- Minimum to do the function test. All of different functional points that are related the requirements.
- Function list of the system analysis and design document
- Test every single functionality in the software
- Write out the test group and link the item to test back requirement and analysis document.
- Use case: title, number, scenario and situation

8. Confirm next advisor meeting
- Next Advisor Meeting: 20/09/2016 11 am Level 7 T Block

Closing of Meeting
Closing of the meeting took place at 11:30 am

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Filename: Advisor Meeting Minutes for 13-09-16.doc   2 of 3

Confirmed as true and correct record

Name	Sign	Date
Dr. Steve McKinlay		20 / 9 / 16
Patrick Cura		20/9//6
Kwinno Pineda		20/ 9 /16
Hardik Kansara		20/ 9 / 16'
Changming Wu	Changming Wu	20 / 09 /16

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Filename: Advisor Meeting Minutes for 13-09-16.doc   3 of 3