

# [Database Evaluator] Meeting Agenda

**Meeting Date**  
[17/07/16]

**Meeting Time**  
11:00 – 11:30

**Location**  
[B105 B Block]

**Meeting Leader** Changming Wu




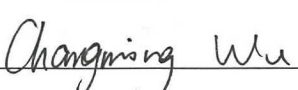
**Meeting Purpose** Discuss the contents of project proposal

**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. Discussion about methodology		
2. Discussion about analysis		
3. Discussion about roles		
4. Confirmation of next meeting		

Name	Sign	Date
Patrick Cura		17/07/16
Kwinno Pineda		12/07/16
Hardik Kansara		17/07/16
Changming Wu		17/07/16

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

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

Filename: Team Meeting Agenda for 17-07-16 (1).doc