

# [Database Evaluator] Meeting Minutes

**Meeting Date**  
[06/09/16]

**Meeting Time**  
11:00 am

**Location**  
[Level 7 T block]

**Meeting Leader**  
Changming Wu

**Meeting Purpose**  
Review documents and the status of project

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

## Action Item

Apologies - Kwinno was absent because he was sick.

## Agenda Items - Business

1. Review the Requirements Analysis Document that has been updated as required for the project advisor
2. Review the System Analysis and Design document that has been updated as required for the project advisor
3. Review the weekly progress report (week 8)
4. Discuss the parameters that client application will be collected
5. Sign of the advisor meeting agenda and last meeting minutes
6. Confirm next advisor meeting

## Agenda Item - Business

7. Discuss what contents should be included on the methodology and techniques document

## Minutes

### Topic 1 Review the Requirements Analysis Document that has been updated as required for the project advisor

Steve:

It's exactly what I wanted project team to do.

It made very clear what the project team to do.

It looks like a technical document including outline and cover all the parameters and explain why and what use it what's going to do.

Hardik: how to explain Database Evaluator Table on Requirements Analysis Document?

Steve: make a brief explanation and refer form the System and Design Document including page number

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**Topic 2 Review the System Analysis and Design document that has been updated as required for the project advisor**

Steve:

That's fine. It does not much change.

Patrick will add the DFD diagrams on System Analysis and Design Document this week and forward to Steve.

Explain the description of screenshot

Suggest to develop data dictionary (if multiple tables involve) more detail about what description will be stored.

**Topic 3 Review the weekly progress report (week 8: 29/08/16 – 04/09/16)**

Project team created the weekly progress report (week 8).

It presented the status of project including the current total hours, period tasks and the planning tasks for next week.

In week 8, project team still worked hard and did the project smoothly. Through the continuous efforts of the project team, we used 3 weeks to catch up the behind schedule. We already finished the Iteration Three of Exploration Phase and totally caught the planning schedule.

See Week Progress Report –Week 8 for details

**Topic 4 Discuss the parameters that client application will be collected**

Steve: It looks like pretty good of the parameters of Requirement Analysis Document. It outlined and covered all parameters and explain why and what use it.

**Topic 5 Sign of the advisor meeting agenda and last meeting minutes**

Steve confirmed and signed of the advisor meeting agenda, weekly progress report and meeting minutes for last advisor meeting.

**Topic 6 Confirm next advisor meeting**

Next Advisor Meeting: 13/09/2016 11 am Level 7 T Block

**Topic 7 Discuss what contents should be included on the methodology and techniques document**

Patrick : what should be included on the methodology and techniques document? It should cover very detail about the methodology which we have followed. Do we need to create separate document ?

Steve:

The methodology has already explained on the project proposal. As the project has moving along. It is more import to try to show how to apply the methodology to fill up this project. Try to take the components of methodology and apply them.

Suggestion:

Create a closeout report for each iteration to explain the status and what is going well and unwell.

**Closing of Meeting**

Closing of the meeting took place at 11:30 am


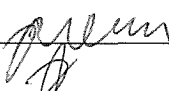

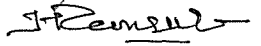
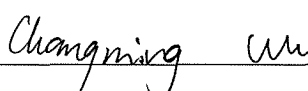
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**Adapted from: Fast Foundation for Project Management – Meeting Agenda& Minutes Record**

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

Filename: Advisor Meeting Minutes for 06-09-16.doc

**Confirmed as true and correct record**

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		15/09/16