

[Database Evaluator] Meeting Agenda

Meeting Date
[20/09/16]

Meeting Time
11:00 am

Location
[Level 7 T block]

**Meeting
Leader**
**Meeting
Purpose**
**Project
Purpose**

Changming Wu

Review the status of project for week 10 and review documents

Participant Names**Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pineda

Patrick Cura




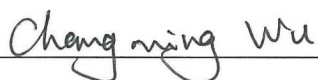
Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
Sign off the advisor meeting minutes for 13/09/16		
3. Action Items from previous minutes		

Agenda Item – Business	Who's Responsible	Time Allotted
1. Review the weekly progress report – week 10 (12/09/16 - 18/09/16)		
2. Review the updated document of system analysis and design document		
3. Review the test plan		
4. Confirm next advisor meeting		

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

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

Filename: Meeting Agenda for mm-dd-yy.doc

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