

[Database Evaluator] Meeting Minutes

Meeting Date

[16/08/16]

Meeting Time

11:00 am

Location

[Level 7 T block]

Meeting Leader

Changming Wu

Meeting Purpose

Review updated documents and present the status of project

Project Purpose**Participant Names****Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Patrick Cura

Absent

Kwinno Pinede was absent this advisor meeting because he was sick.

Agenda Item

1. Review project proposal

2. Review Gantt Chart

3. Review the project's status (including progress, tasks, logs and hours)

4. Confirm next advisor meeting

Minutes**Topic 1 Review project proposal**

Followed the suggestion of Steve and Robert to edit the project proposal

Topic 2 Review Gantt Chart

Edited the Gantt Chart to meet the each phase of DSDM

Topic 3 Review the project's status

08/08/16- 14/08/16

1. The progress of schedule: behind the planned schedule one week
Reason: a lot of changed of the documents including project proposal, Gantt Chart, client brief document and methodology. We had to plan the tasks to meet the methodology and goals.
Solution: Fast tracking (but it involves risk that could lead to increased cost and some rework later)
2. Held a team meeting
3. Held a advisor meeting with Steve
4. Held a meeting with Robert
5. Tasks list
 - Reviewed and edited the documents with the suggestion of Steve and Robert
 - Prepared the documents for project audit 1
 - Update the project dairy
 - Discussed and created data flow diagram and activity diagram

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 16-08-16 (1).doc

6. Weekly total hours

- Changming Wu: 25 hours
- Hardik Kansara: 23 hours
- Kwinno Pinede: 24.5 hours
- Patrick Cura: 28 hours

Topic 4

Next Advisor Meeting: 25/08/2016 11 am Level 7 T Block

Additional Topic 5 the different of Analysis and Design document contents

Steve:

Analysis document focused on the logical execution steps

Design document focused on details function execution

Suggested us to study SAD Book




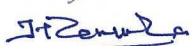
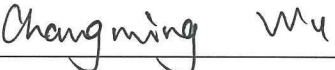
Additional Topic 6 Feedback and comment of documents

During this week, Steve will give us the general feedback and comment on the updated documents (project proposal, Gantt Chart and client brief document).

Closing of Meeting

Closing of the meeting took place at 11:30 am

Confirmed as true and correct record

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