

[Database Evaluator] Meeting Agenda

Meeting Date
[07/08/16]

Meeting Time
11:00 – 11:30

Location
[B105 B Block]

Meeting Leader

Changming Wu

Meeting Purpose

Discuss the contents of advisor meeting agenda and documents for project audit

Project Purpose

Participant Names

Attended?

Changming Wu

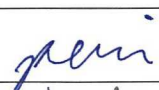

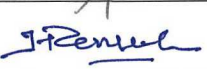

Hardik Kansara

Kwinno Pineda

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. Discuss the contents of advisor meeting agenda		
2. Discuss the documents for project audit		
3. Review the status of project		
4. Planning tasks for next week		
5. Confirmation of next meeting		

Name	Sign	Date
Patrick Cura		07/08/16
Kwinno Pineda		02/08/16
Hardik Kansara		07/08/16
Changming Wu		07/08/16

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

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

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