

[Database Evaluator] Meeting Agenda

Meeting Date

[30/08/16]

Meeting Time

11:00 am

Location

[Level 7 T block]

Meeting

Changming Wu

Leader**Meeting**

Review documents and the status of project

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

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura

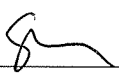
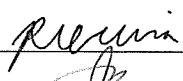
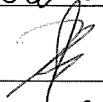
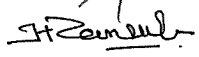
Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
3. Action Items from previous minutes		
Review requirements analysis document		

Agenda Item – Business	Who's Responsible	Time Allotted
1. Review Feasibility assessment document		
2. Review system analysis and design document		
3. Review the weekly progress report (week 7)		
4. Sign of Pre-Project Phase Tasks and milestone and last meeting minutes		
5. 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: Advisor Meeting Agenda for 30-08-16.doc

Name	Sign	Date
Dr. Steve McKinlay		30/8/16
Patrick Cura		30/8/16
Kwinno Pineda		30/8/16
Hardik Kansara		30/8/16
Changming Wu	Changming Wu	30/08/16