

# [Database Evaluator] Meeting Agenda

**Meeting Date**

[16/08/16]

**Meeting Time**

11:00 – 12:00

**Location**

[Level 7 T block]

**Meeting  
Leader**

Changming Wu

**Meeting  
Purpose  
Project  
Purpose**

Review updated documents and present the status of project

**Participant Names****Attended?**

Steve McKinlay

Changming Wu

Hardik Kansara

Kwinno Pinede

Patrick Cura


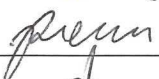


Agenda Item	Who's Responsible	Time Allotted
1. Apologies		
2. Acceptance of previous minutes		
3. Action Items from previous minutes		

Agenda Item – Business	Who's Responsible	Time Allotted
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		

**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 16-08-16 (1).doc

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