

[Database Evaluator] Meeting Agenda

Meeting Date

[22/08/16]

Meeting Time

03:00 pm

Location

[B105 B Block]

Meeting Leader

Changming Wu

Meeting Purpose

Review the status of week 6 (15/08/16 – 21/08/16) and discuss the development of Iteration 2 of Exploration Phase

Participant Names**Attended?**

Changming Wu

Hardik Kansara

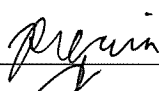


Kwinno Pineda

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. Review the status of project		
2. Discuss the development of Iteration 2 of Exploration Phase		
3. Confirmation of next meeting		

Additional item : Discussion and identification the responsibility of documents for each phase of DSDM

Name	Sign	Date
Patrick Cura		22/08/16
Kwinno Pineda		22/08/16
Hardik Kansara		22/08/16
Changming Wu	Changming Wu	22/08/16

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

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

Filename: Team Meeting Agenda for 22-08-16.doc