

# [Database Evaluator] Meeting Agenda

**Meeting Date**

[24/07/16]

**Meeting Time**

11:00 – 11:30

**Location**

[B105 B Block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**

Discuss the new methodology and review the status of project

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

Changming Wu




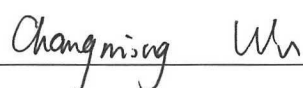
Hardik Kansara

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. Change and discuss about the new methodology (after meeting with Robert)		
2. Review the status of project		
3. Planning tasks for next week		
4. Confirmation of next meeting		

Name	Sign	Date
Patrick Cura		29/07/16
Kwinno Pineda		29/07/16
Hardik Kansara		29/07/16
Changming Wu		29/07/16

**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 24-07-16 (1).doc