

# [Database Evaluator] Meeting Agenda

**Meeting Date**  
[14/08/16]

**Meeting Time**  
11:00 – 11:30

**Location**  
[B105 B Block]

**Meeting Leader**

Changming Wu

**Meeting Purpose**  
**Project Purpose**

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

## 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. Discuss the contents of advisor meeting agenda		
2. Confirm the status of 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		14/08/16
Kwinno Pineda		14/08/16
Hardik Kansara		14/08/16
Changming Wu		14/08/16