[Database Evaluator] Meeting Agenda

Meeting Date [14/08/16]	Me : 11:	eting Time 00 - 11:30	Location [B105 B Block]		
Meeting Leader	Changming W	/u			
Meeting Purpose Project Purpose		ontents of advisor meeti ents for project audit	ing agenda and conf	irm the status	
Participant Names Attended?					
Changming Wu Hardik Kansara					
Kwinno Pinede					
Patrick Cura					
Agenda Item			Who's Responsible	Time Allotted	
1. Apologies			Responsible		
2. Accordance of province minutes					
2. Acceptance of previous minutes					
3. Action Items from previous minutes					
			Who's	Time Allotted	
			Responsible		
Discuss the contents of advisor meeting agenda 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	Da	Date	
Patrick Cura		mi	14/0	14/08/16	
Kwinno Pineda		A	14/08	14/38/12	
Hardik k	Hardik Kansara		14108	14/02/16	
Changming Wu Chang ming VM			14/08	14(08116	
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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 14-08-16 (2).doc