

[Database Evaluator] Meeting Minutes

Meeting Date

[23/08/16]

Meeting Time

11:00 am

Location

[Level 7 T block]

Meeting

Changming Wu

Leader**Meeting**

Review documents and the status of project

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

Steve McKinlay

Changming Wu

Hardik Kansara

Patrick Cura

Kwinno Pineda

Absent

Hardik Kansara was absent this advisor meeting because he was sick.

Agenda Item

1. Review requirements analysis document

2. Review project proposal document

3. Review the weekly progress report (week 6)

4. Reflection about the project audit 1

5. Confirm next advisor meeting

Additional Item

1. What is the different between the Requirement analysis and system design analysis

Minutes**Topic 1 Review requirements analysis document**

Steve has not received the requirements analysis document. We will resend it today and discuss it on the next advisor meeting.

Topic 2 Review project proposal document

Steve: the project proposal looked like quit better than last version. However, he preferred to have a look the requirement analysis document and he would like to get us the feedback of it.

Topic 3 Review the weekly progress report (week 6: 15/08/16 -21/08/16)

Project team created the weekly progress report (week 6).

It presented the status of project including the current total hours, period tasks and the planning tasks for next week.

Steve read the progress report of week 6 and signed it during the meeting.

Topic 4 Reflection about the project audit 1

Changming stated the deficient parts of project audit 1 (documents, progress control and schedule)

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 Minutes for 23-08-16.doc

Documents:

Advisor meeting agenda, minutes, weekly progress report and other deliverable documents have not been signed.

Topic 5 Confirm next advisor meeting

Next Advisor Meeting: 31/08/2016 11 am Level 7 T Block

Additional Topic What is the different between the Requirement analysis and system design analysis

Steve:

For requirement analysis –

It includes all the requirements, all the functions your system is going to do.

All the requirement of your system have, system hardware, list all the requirement you will do.

Suggest to look at SAD book.

For system design analysis –

Relate to the environment of asset for you to run the system, hardware we need(such as memory requirement).

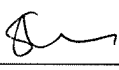
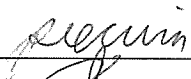

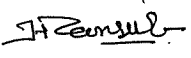
Sometime it called as non-functional requirement.

It is part of environment.

Closing of Meeting

Closing of the meeting took place at 11:30 am

Confirmed as true and correct record

Name	Sign	Date
Dr. Steve McKinlay		30/8/16
Patrick Cura		30/8/16
Kwinno Pineda		30/8/16
Hardik Kansara		30/8/16
Changming Wu	Changming Wu	30/08/16