[Database Evaluator] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| [16/10/16] | 01:00 pm | [B105 B Block] |

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| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of week 14 (10/10/16 - 16/10/16) and confirm the all submitted documents |
| **Project Purpose** |  |

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| **Participant Names** | **Attended?** |
| Changming Wu | Y |
| Hardik Kansara | Y |
| Kwinno Pineda | Y |
| Patrick Cura | Y |

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| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
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| 2. Acceptance of previous minutes |  |  |
| Sign off the team meeting minutes for 09/10/16   * Project team confirmed as true and correct record of the team meeting minutes for 09/10/16 and signed off it. | | |
| 3. Action Items from previous minutes | | |
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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Review the status of deliverable documents  |  |  | | --- | --- | | Name | Status | | 1. Project Proposal | Complete | | 2. Project Plan | Complete | | 3. Methodology and Technique Document | Complete | | 4. Requirement & Analysis Document | Complete | | 5. System Analysis & Design Document | Complete | | 6. DSDM Documents | Complete | | 7. Research Log | Complete | | 9. Task And Milestone Signoffs | Complete | | 10. Acceptance Approval and Change Controls | Complete | | 11. Team Meetings | Complete | | 12. Advisor Meetings | Complete | | 13. Project Diary | Complete | | 14. Project Progress Report | Complete | | 15. Close Out Reports | Complete | | 16. CVs | Complete | | 17. Test plan, case, result and report | Complete | | 18. Time Sheet | Complete | | 19. Training Document | Complete | | 20. Individual Report | Complete | | 21. Individual Log | Complete | | | |
| 1. Print and collect all documents  * Project team printed all documents which need to been submitted | | |
| 1. Review the status of week 14 (10/10/16 – 16/10/16)  * Project team created the weekly progress report (week 14). * It presented the status of project including the current total hours, period tasks. * Project team will do the preparation of the documentations and video for the project panel in the coming weeks. | | |

**Closing of Meeting**

Closing of the meeting took place at 02:00 pm

**Confirmed as true and correct record**

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| Name | Sign | Date |
| Patrick Cura |  |  |
| Kwinno Pineda |  |  |
| Hardik Kansara |  |  |
| Changming Wu |  |  |