[Database Evaluator] Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| [03/10/16] | 01:00 pm | [B105 B Block] |

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| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of week 12 (26/09/16 - 02/10/16) and discuss the issues for uploading website to online |
| **Project Purpose** |  |

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

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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 28/09/16 | | |
| 3. Action Items from previous minutes | | |
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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Prepare the demo of product | | |
| 1. Discuss issues for uploading website to online | | |
| 1. Discuss the content of Methodology and Techniques Document | | |
| 1. Review the weekly progress report – week 12 (26/10/16 - 02/10/16) | | |
| 1. Confirmation of next meeting | | |

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