[Database Evaluator] Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| [03/10/16] | 03:30 pm | [B105 B Block] |

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| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of week 13 (03/10/16 - 09/10/16) and review the status of deliverable documents |
| **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 03/10/16 | | |
| 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 | | |
| 1. Discuss about project hand over | | |
| 1. Review the System test | | |
| 1. Review the status of week 13 (03/10/16 – 09/10/16) | | |
| 1. Plan the tasks and responsibility for final week | | |
| 1. Confirmation of next meeting | | |

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