[Database Evaluator] Meeting Minutes

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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 | 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 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  * Prepare the demo of product including Website, Client Application and Database Evaluator * Fix the combination problem of demo | | |
| 1. Discuss issues for uploading website to online  * Upload issue * Different structure between local and online server. * Don’t automatically change the path when upload the website * Cause some functions don’t work on the online server | | |
| 1. Discuss the content of Methodology and Techniques Document  * Discuss and confirm the content of Methodology and Techniques Document with Steve during the advisor meeting. * Changming will draft this document and Kwinno will supplement the content of it. | | |
| 1. Review the weekly progress report – week 12 (26/10/16 - 02/10/16)  * Project team created the weekly progress report (week 12). * It presented the status of project including the current total hours, period tasks and the planning tasks for next week. * Issue:   The progress of project is a little bit behind the schedule.   * The task of “Engineering : Iteration Three : Website: Upload the Website Online and Test all function if working” has not been finished. It is still working.   *Reason:*   * Different structure between local host and online server. * Don’t automatically change the path when upload the website to online. * Issues: the functions are working on the localhost, but some functions don’t work on the online server. * Then the task of “Engineering: Test Report Iteration Three (Website)” also has not been finished.   *Reason:*   * Website has not been uploaded to online. * The task of “Deployment : Combine Website, Client Application and Database Evaluator” has not been finished.   *Reason:*   * Website has not been uploaded to online. * Suggestions/Issues: * Increase test time (03/10/16 – 09/10/16) * Add 2 more iterations for system test * Iteration 3 : 02/10/16 – 03/10/16   04/10/16: fix issues   * Iteration 4 : 05/10/16 – 06/10/16   07/10/16 – 08/10/16: fix issues and regression test | | |
| 1. Confirmation of next meeting   - Next Team Meeting: 09/10/2016 01:00 pm B105 B Block. | | |

**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 |  |  |