[Database Evaluator] Meeting Minutes

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [09/10/16] | 01:00 pm | [B105 B Block] |

|  |  |
| --- | --- |
| **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** |  |

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

|  |  |  |
| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
|  | | |
| 2. Acceptance of previous minutes |  |  |
| Sign off the team meeting minutes for 03/10/16   * Project team confirmed as true and correct record of the team meeting minutes for 03/10/16 and signed off it. | | |
| 3. Action Items from previous minutes | | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Review the status of deliverable documents  |  |  | | --- | --- | | **Documentation** | **Status** | | Supportive DSDM Documents | Complete | | Methodology and Techniques Document | Incomplete | | Implementation support documents | Incomplete | | Advisor Report | Incomplete | | Individual Report | Incomplete | | Group summary Project Management Report | Incomplete | | Close out Report | Incomplete | | Documentation & Presentation | Incomplete | | Client Satisfaction | Incomplete |  * Methodology and Techniques Document has been drafted, Kwinno will take duty to modify and expand the contents of this file. * Require project advisor to create the Advisor Report. * Project Management Report and Close out Report, Changming will take duty to create this two files. * Made an appointment with Robert on 01:00 pm Monday 10/10/16, to confirm the implementation support documents and client satisfaction. | | |
| 1. Discuss about project hand over  * Discuss when project will finish all documents * Discuss how to submit all physical documents * Using the separate folder * Using one folder and put labels | | |
| 1. Review the System test  * Review the status of system status * Review the bug list and status of bug fix | | |
| 1. Review the status of week 13 (03/10/16 – 09/10/16)  * Project team created the weekly progress report (week 13). * It presented the status of project including the current total hours, period tasks and the planning tasks for next week. * As we mentioned the issues in last weekly progress report, through the efforts of project members, the project team completed the tasks of deployment phase on time. For example, project team has uploaded the Website to online and finished the system test of whole project. * Project team planned to close out report of whole project. | | |
| 1. Plan the tasks and responsibility for final week  * Next week is the last week of this project * Will be focus on the documentation: * Create Project Management Report * Create Close out Report * Create Implementation Support Document * Create Individual Report * Collating Documents | | |
| 1. Confirmation of next meeting  * Next Team Meeting: 16/10/2016 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**

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