[Database Evaluator] Meeting Agenda

|  |  |  |
| --- | --- | --- |
| **Meeting Date** | **Meeting Time** | **Location** |
| [11/10/16] | 11:00 am | [Level 7 T block] |

|  |  |
| --- | --- |
| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of project for week 13 and sign off the documents |
| **Project Purpose** |  |

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

|  |  |  |
| --- | --- | --- |
| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
|  | | |
| 2. Acceptance of previous minutes |  |  |
| Sign off the advisor meeting minutes for 04/10/16 | | |
| 3. Action Items from previous minutes | | |
| Demonstrate the Website (Online) | | |

|  |  |  |
| --- | --- | --- |
| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Require to create the Advisor Report | | |
| 1. Sign off the Phase Tasks and milestone documents   (Engineering Phase and Deployment Phase) | | |
| 1. Sign off the Phase Close Out Reports   (Engineering Phase and Deployment Phase) | | |
| 1. Review the weekly progress report – week 13 (03/10/16 - 09/10/16) | | |

|  |  |  |
| --- | --- | --- |
| Name | Sign | Date |
| Dr. Steve McKinlay |  |  |
| Patrick Cura |  |  |
| Kwinno Pineda |  |  |
| Hardik Kansara |  |  |
| Changming Wu |  |  |