[Database Evaluator] Meeting Agenda

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| **Meeting Date** | **Meeting Time** | **Location** |
| [04/10/16] | 11:00 am | [Level 7 T block] |

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| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of project for week 12 and demonstrate the demo of product |
| **Project Purpose** |  |

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| **Participant Names** | **Attended?** |
| Steve McKinlay |  |
| 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 advisor meeting minutes for 27/09/16 | | |
| 3. Action Items from previous minutes | | |
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| Agenda Item – Business | Who’s Responsible | Time Allotted |
| 1. Review the weekly progress report – week 12 (26/09/16 - 02/10/16) | | |
| 1. Demonstrate the demo of product (Website, Client Application and Database Evaluator) | | |
| 1. Discuss the content of Methodology and Techniques document | | |
| 1. Confirm next advisor meeting | | |

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