[Database Evaluator] Meeting Minutes

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| **Meeting Date** | **Meeting Time** | **Location** |
| [27/09/16] | 11:00 am | [Level 7 T block] |

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| **Meeting Leader** | Changming Wu |
| **Meeting Purpose** | Review the status of project for week 11 and review documents |
| **Project Purpose** |  |

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

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| Agenda Item | Who’s Responsible | Time Allotted |
| 1. Apologies |  |  |
| Hardik and Kwinno were absent because they were sick. | | |
| 2. Acceptance of previous minutes |  |  |
| Sign off the advisor meeting minutes for 20/09/16  - Steve reviewed and signed off the advisor meeting minutes for 20/09/16. | | |
| 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 11 (19/09/16 - 25/09/16)  * Project team created the weekly progress report (week 11). * 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.  Then the task of “Engineering: Test Report Iteration Three (Website)” also has not been finished.   * Solution:   If project team has not enough time to upload the website to online, we just need to document and write down the reason of it, and keep to do the testing of project. | | |
| 1. Review the test plan and test case  * Project team edited the test plan with the comments of last advisor meeting from Steve. This plan not only gave an explanation of testing, but also it outlined the tasks and what test will be done during the testing phase. * Steve reviewed the test plan, he felt quite good of the test plan and approved it of this project. | | |
| 1. Review the close reports  * As the last advisor meeting (13/09/16), Steve suggested us to create the close out report for each phase. It should be to summarize all the tasks during this phase including tasks and hours. What has been completed and incomplete. And plan for next phase. Any reflection about how about this phase. * Project team has created the 3 close out reports for pervious three phases with the suggestion as following list: * Pre-Project Phase Close Out Report V1.0 * Foundation Phase Close Out Report V1.0 * Exploration Phase Close Out Report V1.0 * Each document included the content of general information, tasks and deliverables, management effectiveness, lessons learned and check list. * Steve has reviewed these reports and felt approving of them. * See these reports for details | | |
| 1. Additional topic:  * Review and discussed the license agreement   ***This license agreement was generated with an online tool from http://kuikie.com/tools/eula\_generator/application.php***  Suggestion:   * This license agreement looks like ok, likes the standard agreement * But it is the law legal agreement. * Get the legal advisor of the license agreement * Ask Robert for the license agreement | | |
| 1. Confirm next advisor meeting  * Next Advisor Meeting: 04/10/2016 11 am Level 7 T Block | | |

**Closing of Meeting**

Closing of the meeting took place at 11:30 am

**Confirmed as true and correct record**

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