**Advisor Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [02/09/2020] | 10.30-11.30am | WelTec |

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| **Advisor Name:** | **Steve McKinlay** |
| **Meeting Purpose:** | Discussion about Mid -Project Presentation and present the approved documents. |

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| **Participants** |  |
| Ruban Ravi Sebastian (2207078) |  |
| Kalaivani Ilango (2208791) |  |
| Supun Chandra Malimage (2193624) |  |

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| **Agenda Item** | **Presenter** | **Time Allotted** |
| 1. Action Items from previous minutes | Supun | 5 mins |
| 1. Acceptance of previous minutes dated 26/08/2020 | Ruban | 5 mins |
| 1. Progress  * Discuss about the progress of the project and the front-end development of the project. | Kalaivani, Ruban | 5 mins |
| 1. Proposal  * Present the approved proposal by client. | Supun | 15mins |
| 1. Sitemap, Wireframe, and client approval form  * Present the approved documents and discuss about the valuable feedbacks given by client. | Kalaivani, Ruban | 15 mins |
| 1. Mid -Project Presentation  * Discussion about presentation, expectations, and the topics to be covered in the presentation. | Supun | 15 mins |
| 1. Discussion about Next meeting date | Supun | -- |