**Advisor Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [12/08/2020] | 10.30-11.30am | WelTec |

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| **Advisor Name:** | **Steve McKinlay** |
| **Meeting Purpose:** | Discussion about concept of the project and team contract |

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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. Apologies | NA |  |
| 2. Action Items from previous minutes | NA |  |
| 3. Acceptance of previous minutes | NA |  |
| 4. Progress | Kalaivani, Ruban | 20 mins |
| 5. Bid Document   * Explaining about basic idea of the project and technologies need to be used | Supun, Kalaivani, Ruban | 30 mins |
| 6. Team contract   * Presenting the team contract and clarifying the doubts | Kalaivani, Ruban | 15 mins |
| 7.Discussion about Next meeting date | Supun |  |