**Advisor Meeting Agenda**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [30/09/2020] | 11.30am-12pm | WelTec |

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| **Advisor Name:** | **Steve McKinlay** |
| **Meeting Purpose:** | Discussion about User Manual, Testing Document, Debug Report and panel interview questions. |

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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 23/09/2020 | Kalaivani | 5 mins |
| 1. Progress  * Discuss about the upcoming Academic Handover | Kalaivani, Ruban | 5 mins |
| 1. User Manual and Admin Manual  * Present the User and Admin Manual. | Kalaivani | 15mins |
| 1. Testing Document and Debug Report  * Present the Functional Testing and Debug Report | Ruban | 15 mins |
| 1. Panel Interview Questions  * Discuss about the panel interview questions and preparations | Supun | 15 mins |
| 1. Discussion about Next meeting date | Supun | -- |