**Advisor Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [26/08/2020] | 10.30-11.30am | WelTec |

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| **Meeting Advisor** | **Steve McKinlay** |
| **Meeting Purpose** | Discussion about Wireframe and RAD methodology template |

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

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| **Agenda Item** | **Discussion** | **Action plan** |
| 1. Apologies: | Ruban did not attend the team meeting. Advised strictly to all team members to attend the team meetings regularly | Team meeting should be arranged only all the members are present. Supun sent an email to Ruban for the uninformed leave |
| 1. Action Items from previous minutes | Alternation of points in proposal and Gannt chart | NA |
| 1. Acceptance of previous minutes dated | 19/08/2020 | NA |
| 1. Progress | Discussed about current progress of the project of getting approval for first milestone. | NA |
| 1. Wireframe | Discussion about wireframe and got feedback for the necessary changes to be made before meeting the client. | Altered few changes in font and design of wireframe. |
| 1. RAD template | Discussion about the format and structure of RAD template and got valuable feedback | Added feedback section as per instruction. |
| 1. Next meeting date: | -- | 02/09/2020 |

These minutes of 26/08/2020 were accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature