**Advisor Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [02/09/2020] | 10.30-11.00am | WelTec |

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| **Meeting Advisor** | **Steve McKinlay** |
| **Meeting Purpose** | Discussion about Mid – Project Presentation |

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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. Progress | Discussed about upcoming progress of the project in the front-end development | NA |
| 1. Mid - Project Presentation | Discussed about steps and procedures to be followed in doing the presentation   1. Presentation slide should be 6 slides maximum 2. Everyone should participate in the presentation and talk for 5 – 10 mins 3. Proper Introduction about the topic and explaining about the project briefly 4. Major aspects of the project need to be covered 5. Important key points of conflicts, client issues, reason for changes, proposed plan, deliverables should be added. | NA |
| 1. Marking criteria | 1. Technical and management skills will be noticed 2. Project work prioritization will be noted. 3. Professionalism   How well we deliver this presentation. | NA |
| 1. Next meeting date: |  | 09/09/2020 |

These minutes of 02/09/2020 were accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature