**Advisor Meeting Minutes**

**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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| **Meeting Advisor** | **Steve McKinlay** |
| **Meeting Purpose** | Discussion about basic concept of the project |

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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: | NA | NA |
| 2. Action Items from previous minutes | First meeting | NA |
| 3. Acceptance of previous minutes dated | NA | NA |
| 4. Progress | Discussed about the basic concept of the project, methodology and technologies to be used | NA |
| 5. Bid document | Presented the Bid document | NA |
| 6. Team contract | Discussed about the format of the team contract. | Altered the availability section with common timings as per instructions |
| 7.Next meeting date: | 19/08/2020 | NA |

These minutes of 12/08/2020 was accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature.