**Advisor Meeting Minutes**

**Casual Jobs Database V.1**

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| **Meeting Date** | **Meeting Time** | **Location** |
| [19/08/2020] | 10.30-11.30am | WelTec |

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| **Meeting Advisor** | **Steve McKinlay** |
| **Meeting Purpose** | Discussion about rough draft of proposal |

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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 | Alternation of points in Team contract according to the instruction given | NA |
| 3. Acceptance of previous minutes dated | 12/08/2020 | NA |
| 4. Progress | Discussed about the Structure of the proposal and Methodology of the process | NA |
| 5. Business Proposal Format | Gained idea about the writings of executing summary, opportunity context in business format | NA |
| 6. RAD methodology | Discussion about the steps and procedures needed to be followed in RAD Methodology | NA |
| 7. Suggestions about Rad Methodology | Template for RAD methodology in appendices section | NA |
| 8. Gantt Chart | Discussion about adding iterations in Gantt and predecessors | NA |
| 9. Any other business (*Timesheet, Progress report, Research log)* |  | Clarified doubts in timesheet, progress report, research log. |
| 10. Next meeting date: |  | 26/08/2020 |

These minutes of 19/08/2020 were accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature