Release 0 , Week 1 |Minutes/Report

## 23/09/2019 | 10:00am | Location: NYP@SIT L4B / NYP@SIT UoG Office

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Rech Leong | | Type of meeting | Requirements Gathering | | Note taker | Rech Leong | |  |  | | Attendees Rech Leong  Prof. Sye Loong |

# Agenda topics

* + - Requirements Gathering
      * Meeting with Prof. Sye Loong at 2pm
        + To find out more about project scope
        + To understand what is expected of the student(s)
        + To understand the problem domain before undertaking of tasks

|  |  |  |
| --- | --- | --- |
| Notes and Suggestions |  |  |

* + - * To be filled in later\*

|  |  |  |
| --- | --- | --- |
| Decisions |  |  |

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Document Requirements | Rech Leong | 23/09/2019 | 5:00pm |
| Document Project Scope | Rech Leong | 23/09/2019 | 5:00pm |
|  |  |  |
|  |  |  |