

Appendix M

Meeting Schedule, Agendas and Minutes

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Internal Meeting Schedule

No	Members in Attendance	GUC	Day	Date	Time	Duration	Location
01	All Project's Members	Week 3	Saturday	14 March 2020	2:30 PM	1.5hrs	Asian Plus Kitchen
02	All Project's Members	Week 4	Monday	17 March 2020	10:00 AM	1hrs	M14-2.03
03	All Project's Members	Week 5	Monday	23 March 2020	10:00 AM	1hrs	M14-3.03
04	All Project's Members	Week 6	Monday	30 March 2020	11:00 AM	1hrs	Online Delivery
05	All Project's Members	Week 7	Monday	06 April 2020	1:00 PM	1hrs	Online Delivery
06	All Project's Members	Week 8	Wednesday	15 April 2020	4:00 PM	1hrs	Online Delivery
07	All Project's Members	Week 9	Wednesday	22 April 2020	4:00 PM	1hrs	Online Delivery
08	All Project's Members	Week 10	Monday	27 April 2020	10:00 AM	1hrs	Online Delivery
09	All Project's Members	Week 11	Monday	04 May 2020	10:00 AM	1hrs	Online Delivery
10	All Project's Members	Week 12	Monday	11 May 2020	10:00 AM	2hrs	Online Delivery

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Week 3- Meeting Agenda

Location: Asian Plus kitchen

Date: 14th March 2020

Time: 2:30 PM – 4:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on the location, date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

70 Minutes

- Observation business process and taking note
- Project Concept Planning: Vote for Project Co-ordinator and Assign task

Schedule Planning for Week 4

10 Minutes

Plan for next week:

- Project Concept Planning Due 20th March 2020

New Tasks

10 Minutes

Task 1: Project Concept Planning Due 20th March 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 13th March 2020

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Week 3- Meeting Minutes

Call to order

A meeting of Sun Engineering Design's team was held at Asian Plus Kitchen on 14th March 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Week 3 Objective

- Observation business process and taking note
- Project Concept Planning: Vote for Project Co-ordinator and Assign task

Schedule Planning for Week 4

Plan for next week:

- Project Concept Planning Due 20th March 2020

New Tasks

Task 1: Project Concept Planning Due 20th March 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 14th March 2020

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Week 4- Meeting Agenda

Location: Griffith College, M14–2.03

Date: 17th March 2020

Time: 10:00 AM – 11:00 AM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on the location, date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

30 Minutes

- Further discussing on [Project Concept Planning](#)
- Assign week 5 Individual Progress Report (20%) to a team member
- Discuss on individual Concept Design on Business Process Mapping

Review

10 Minutes

Review from Week 3 tasks:

- Project Concept Planning: [Completed 25%](#)

Schedule Planning for Week 5

10 Minutes

- Submit and Present an Individual Progress Report (20%) to Project Sponsor on [27th March 2020](#)
- Individual Concept Design on Business Process Mapping due on [1st April 2020](#)

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 15th March 2020

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Week 4- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held at Griffith College, building M14, room 2.03 on 17th March 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Further discussing on Project Concept Planning
- Assign week 5 Individual Progress Report (20%) to a team member
- Discuss on individual Concept Design on Business Process Mapping

Review

Review from Week 3 tasks:

- Project Concept Planning: Completed 25%

Schedule Planning for Week 5

- Submit and Present an Individual Progress Report (20%) to Project Sponsor on 27th March 2020
- Individual Concept Design on Business Process Mapping due on 1st April 2020

New Tasks

Task 1: Individual Progress Report (20%), Heang Sok, 27th March 2020.

Task 2: Individual Concept Design on Business Process Mapping, All Team Members, 1st April 2020.

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 17th March 2020

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Week 5- Meeting Agenda

Location: Griffith College, M14–3.03

Date: 23rd March 2020

Time: 10:00 AM – 11:00 AM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on the location, date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

30 Minutes

- Further discussing on individual Concept Design on Business Process Mapping
- Discuss on Project Management Planning

Review

10 Minutes

Review from Week 4 tasks:

- Project Concept Planning: **Completed 100%**
- Individual Progress Report (20%): **Completed 50%** by **Heang Sok**.

Schedule Planning for Week 6

10 Minutes

- Individual Concept Design on Business Process Mapping due on **1st April 2020**
- Project Management Planning due on **17th April 2020**

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 21st March 2020

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Week 5- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held at Griffith College, building M14, room 3.03 on 23rd March 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Further discussing on individual Concept Design on Business Process Mapping
- Discuss on Project Management Planning

Review

Review from Week 4 tasks:

- Project Concept Planning: Completed 100%
- Individual Progress Report (20%): Completed 50% by Heang Sok.

Schedule Planning for Week 6

- Individual Concept Design on Business Process Mapping due on 1st April 2020
- Project Management Planning due on 17th April 2020

New Tasks

Task 1: Individual Concept Design on Business Process Mapping, All Team Members, 1st April 2020.

Task 2: Project Management Planning, All Team Members, 17th April 2020.

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 23rd March 2020

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Week 6- Meeting Agenda

Location: Online Delivery via Zoom

Date: 30th March 2020

Time: 11:00 AM – 12:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Further discussing on individual Concept Design & Design File
- Further discussing on Project Management Planning
- Assign week 8 Individual Progress Report (50%) to a team member

Review

10 Minutes

Review from Week 5 tasks:

- Individual Concept Design, All Team Members, **in Progress**
- Project Management Planning, All Team Members, **Completed 45%**

Schedule Planning for Week 7

10 Minutes

- Individual Concept Design on Business Process Mapping due on **1st April 2020**
- Project Management Planning due on **17th April 2020**

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 28th March 2020

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Week 6- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 30rd March 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Further discussing on individual Concept Design & Design File
- Further discussing on Project Management Planning
- Assign week 8 Individual Progress Report (50%) to a team member

Review

Review from Week 5 tasks:

- Individual Concept Design, All Team Members, in Progress
- Project Management Planning, All Team Members, Completed 45%

Schedule Planning for Week 7

- Individual Concept Design on Business Process Mapping due on 1st April 2020
- Project Management Planning due on 17th April 2020

New Tasks

Task 1: Individual Progress Report (50%), Jingyi He, 17th April 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 30th March 2020

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Week 7- Meeting Agenda

Location: Online Delivery via Zoom

Date: 06th April 2020

Time: 1:00 PM – 2:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Check on Individual Concept Design & Design File
- Further discussing on Project Management Planning
- Check on Individual Progress Report (50%)

Review

10 Minutes

Review from Week 6 tasks:

- Individual Concept Design, All Team Members, **Completed**
- Project Management Planning, All Team Members, **Completed**

Schedule Planning for Week 8

10 Minutes

- Individual Progress Report (50%), Jingyi He, 17th April 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 4th April 2020

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Week 7- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 6th April 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Improve on Individual Concept Design & Design File
- Further discussing on Project Management Planning
- Check on Individual Progress Report (50%)

Review

Review from Week 6 tasks:

- Individual Concept Design, All Team Members, Completed , First Submission
- Project Management Planning, All Team Members, Completed

Schedule Planning for Week 8

- Individual Progress Report (50%), Jingyi He, 17th April 2020

New Tasks

Task 1: Individual Progress Report (50%), Jingyi He, 17th April 2020

Task 2: Improve Individual Concept Design, All Team Members, 17th April 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 6th April 2020

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Week 8- Meeting Agenda

Location: Online Delivery via Zoom

Date: 15th April 2020

Time: 4:00 PM – 5:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Improve Individual Concept Design & Design File
- Check on Project Management Planning
- Assign week 9 Individual Progress Report (80%) to a team member

Review

10 Minutes

Review from Week 7 tasks:

- Project Management Planning, All Team Members, **Completed**
- Individual Progress Report (50%), Jingyi He, **Completed 75%**
- Improve Individual Concept Design, All Team Members, **Completed 80%**

Schedule Planning for Week 9

10 Minutes

- Individual Progress Report (80%), **24th April 2020**

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 13th April 2020

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Week 8- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 15th April 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Improve Individual Concept Design & Design File
- Check on Project Management Planning
- Assign week 9 Individual Progress Report (80%) to a team member

Review

Review from Week 7 tasks:

- Project Management Planning, All Team Members, Completed
- Individual Progress Report (50%), Jingyi He, Completed 75%
- Improve Individual Concept Design, All Team Members, Completed 80%

Schedule Planning for Week 9

- Individual Progress Report (50%), Jingyi He, 17th April 2020
- Improve Individual Concept Design, All Team Members, 17th April 2020
- Individual Progress Report (80%), Guanting Li, 24th April 2020

New Tasks

Task 1: Individual Progress Report (80%), Guanting Li, 24th April 2020

Task 2: Improve Individual Concept Design, All Team Members, 17th April 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 15th April 2020

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Week 9- Meeting Agenda

Location: Online Delivery via Zoom

Date: 22nd April 2020

Time: 4:00 PM – 5:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Check on Individual Progress Report (80%)
- Tender & Design Defence

Review

10 Minutes

Review from Week 8 tasks:

- Individual Progress Report (50%), Jingyi He, **Completed**
- Improve Individual Concept Design, All Team Members, **Completed, Second Submission**

Schedule Planning for Week 10

10 Minutes

- Tender & Design Defence, All Team Members, Due 8th May 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 20th April 2020

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Week 9- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 22nd April 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Check on Individual Progress Report (80%)
- Tender & Design Defence

Review

Review from Week 8 tasks:

- Individual Progress Report (50%), Jingyi He, Completed
- Improve Individual Concept Design, All Team Members, Completed, Second Submission

Schedule Planning for Week 10

- Tender & Design Defence, All Team Members, Due 8th May 2020

New Tasks

Task 1: Tender & Design Defence, All Team Members, Due 8th May 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 22nd April 2020

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Week 10- Meeting Agenda

Location: Online Delivery via Zoom

Date: 27th April 2020

Time: 10:00 AM – 11:00 AM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Assign week 11 Individual Progress Report (100%) to a team member
- Check on Tender & Design Defence

Review

10 Minutes

Review from Week 9 tasks:

- Individual Progress Report (80%), Guanting Li, **Completed**

Schedule Planning for Week 11

10 Minutes

Will Discuss

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 25th April 2020

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Week 10- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 27th April 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Check on Tender & Design Defence
- Assign week 11 Individual Progress Report (100%) to a team member

Review

Review from Week 9 tasks:

- Individual Progress Report (80%), Guanting Li, Completed
- Tender & Design Defence, All Team Members, Completed 50%

Schedule Planning for Week 11

- Individual Progress Report (100%), Guanting Li, Due 15th May 2020

New Tasks

Task 1: Individual Progress Report (100%), Guanting Li, Due 15th May 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 27th April 2020

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Week 11- Meeting Agenda

Location: Online Delivery via Zoom

Date: 4th May 2020

Time: 10:00 AM – 11:00 AM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

40 Minutes

- Tender & Design Defence
- Project File & Design File

Review

10 Minutes

Review from Week 10 tasks:

- Individual Progress Report (100%), Guanting Li, Completed 80%

Schedule Planning for Week 12

10 Minutes

- Project File & Design File, All Team Members, Due 15th May 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 2nd May 2020

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Week 11- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 4th May 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Tender & Design Defence
- Project File & Design File

Review

Review from Week 10 tasks:

- Individual Progress Report (100%), Guanting Li, Completed 80%

Schedule Planning for Week 12

- Project File & Design File, All Team Members, Due 15th May 2020

New Tasks:

Task 1: Project File & Design File, All Team Members, Due 15th May 2020

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 4th May 2020

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Week 12- Meeting Agenda

Location: Online Delivery via Zoom

Date: 11th May 2020

Time: 10:00 AM – 12:00 PM

Attendance

It is expected that all members of Sun Engineering Design attend this meeting on online delivery via Zoom , date and time that mentioned above. Please inform Project Co-ordinator in advance through phone call in case you are absence.

Objective

110 Minutes

- Check the whole task again
- Lesson Learn from the Project
- What to improve for the next Project

Review

10 Minutes

Review from Week 11 tasks:

- Individual Progress Report (100%), Guanting Li, **Completed**
- Project File & Design File, All Team Members, **Completed**

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 9th May 2020

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Week 12- Meeting Minutes

Call to Order

A meeting of Sun Engineering Design's team was held virtually on 11th May 2020.

Attendance

All expected attendees were Present.

Attendees included Heang Sok, Guanting Li, and Jingyi He.

Members not in attendance include Project Sponsor.

Objective

- Check the whole task again
- Lesson Learn from the Project
- What to improve for the next Project

Review

Review from Week 11 tasks:

- Individual Progress Report (100%), Guanting Li, Completed
- Project File & Design File, All Team Members, Completed

Project Co-ordinator

Approved by the Project Co-ordinator:

Date: 11th May 2020