**Kick-Off Meeting 01**

**Date: 02/10/2021**

**Project Name: WeBook**

**Meeting Objective:** Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discuss future plans

**Agenda:**

* Introductions of attendees
* Review of project background
* Review of project-related documents (i.e., business case, project charter)
* Discussion of project organizational structure
* Discussion of project scope, time, and cost goals
* Discussion of other important topics
* List of action items from meeting

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Discuss project charter | Finalize charter to send to CIO for approval | 09/10/21 |
| 2 | Discuss scope statement | Complete scope statement | 09/10/21 |
| 3 | Discuss team charter | Complete team charter | 04/10/21 |
| 4 | Discuss Microsoft Project draft | Complete Microsoft Project draft | 09/10/21 |
| 5 | Discuss team members schedule | Find and confirm dates where team members are free to work together | 09/10/21 |
| 6 | Research various online booking systems | Confirm what system we want to use for the software | 09/10/21 |
| 7 | Familiarise oneself with basic programming | Try out simple coding for better project understanding | 09/10/21 |

**Date and time of next meeting:**

**09/10/21 9am**

**Meeting 02**

**Date: 09/10/2021**

**Project Name: WeBook**

**Meeting Objective:** Analyse state of current project by reviewing risks and discussing project schedule

**Agenda:**

* Discussion of risk register and Microsoft Project draft
* Discuss approaches to programming
* List of action items from meeting

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Plan risk register | Find out and list the various risks that are involved in the project | 12/10/21 |
| 2 | Discuss MS project schedule | Draft out our first MS project timeline and schedule | 12/10/2021 |
| 3 | Confirm with CIO if our programming approach is feasible | Run through the different programming approaches we have for the project | 12/10/21 |
| 4 | Approval of project charter | Approved by CIO | 07/10/21 |

**Date and time of next meeting:**

**16/10/2021 2pm**

**Meeting 03**

**Date: 16/10/2021**

**Project Name: WeBook**

**Meeting Objective:** Complete cost estimate, cost baseline, milestone report, and progress report. Updating MS project and completing change request.

**Agenda:**

* Discussion of cost estimate
* Discussion of cost baseline
* Discussion of milestone report
* Draft progress report
* List of action items from meeting
* Discussion of change request

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Draft out cost estimate | Complete cost estimate | 19/10/21 |
| 2 | Draft out cost baseline | Complete cost baseline | 19/10/21 |
| 3 | Discuss milestone report | Finalize and complete milestone report | 19/10/21 |
| 4 | Draft a progress report | Finalize and complete milestone report | 19/10/21 |
| 5 | Discuss and draft change request form | Finalize change request form and send to CIO for approval | 19/10/21 |

**Date and time of next meeting:**

**22/10/2021 1pm**

**Meeting 04**

**Date: 22/10/2021**

**Project Name: WeBook**

**Meeting Objective:** Update cost estimate, cost baseline, project scope, risk management, test case and test report versions based on approved change request.

**Agenda:**

* Get change request approved by CIO
* Discussion on the impact of the change request on cost estimate, cost baseline, scope statement, risk management and MS project
* Testing and execution of staff login page

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Complete cost estimate (V2) | Finalize cost estimate (V2) | 27/10/21 |
| 2 | Complete cost baseline (V2) | Finalize cost baseline (V2) | 27/10/21 |
| 3 | Complete scope statement (V2) | Finalize scope statement (V2) | 27/10/21 |
| 4 | Complete Test Case | Finalize Test case (V1) | 27/10/21 |
| 5 | Complete Test Report | Finalize Test Report (V1) | 27/10/21 |
| 6 | Complete Risk Management (V2) | Finalized Risk management (V2) | 27/10/21 |
| 7 | Complete MS project (V2) | Finalize MS project (V2) | 27/10/21 |
| 8 | Approval of change request | Approved by CIO | 20/10/21 |

**Date and time of next meeting:**

**29/10/2021 1pm**

**Meeting 05**

**Date: 29/10/2021**

**Project Name: WeBook**

**Meeting Objective:** Complete staffing management report as well as updating progress report, milestone report, risk management, test case and test report versions.

**Agenda:**

* Discussion on staffing management report
* Testing and execution of student login page
* Update progress report, milestone report, risk management, test case, test report, and MS project.

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Complete Staffing Management Report | Finalize Staffing Management Report | 03/11/2021 |
| 2 | Complete Test Case V2 | Finalize Test case V2 | 03/11/2021 |
| 3 | Complete Test Report V2 | Finalize Test Report V2 | 03/11/2021 |
| 4 | Complete Progress Report V2 | Finalize Progress Report V2 | 03/11/2021 |
| 5 | Complete Milestone Report V2 | Finalize Milestone Report V2 | 03/11/2021 |
| 6 | Update Risk Management | Add in any possible new risks | 03/11/2021 |

**Date and time of next meeting:**

**05/11/2021 1pm**

**Meeting 06**

**Date: 05/11/2021**

**Project Name: WeBook**

**Meeting Objective:** Complete test case, test report version, risk management and Lesson-learnt report

**Agenda:**

* Testing and execution of admin login page
* Discuss and reflect on what we have learnt in the lesson-learnt report
* Update risk management report

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Complete Test Case V3 | Finalize Test Case V3 | 10/11/2021 |
| 2 | Complete Test Report V3 | Finalize Test Report V3 | 10/11/2021 |
| 3 | Complete Lesson-learnt report | Finalize Lesson-learn report | 10/11/2021 |
| 4 | Complete Risk Management | Finalize the Risk Management | 10/11/2021 |

**Date and time of next meeting:**

**12/11/2021 1pm**

**Meeting 07**

**Date: 12/11/2021**

**Project Name: WeBook**

**Meeting Objective:** Prepare and finalize all our work for the project and get ready for the proposal with the CIO.

**Agenda:**

* Finalize documents
* Prepare video presentation of product
* Prepare documents for submission

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Edit and compile all the required documents in a folder | Compress the folder into a zip file for submission | 14/11/2021 |
| 2 | Do the video recording of product | Edit and finalize the video recording | 14/11/2021 |
| 3 | Submission of video recording | Submit video recording | 15/11/2021 |
| 4 | Submission of required documents | Submit documents | 15/11/2021 |