**Kick-Off Meeting**

**Date:** 12/04/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Finishing Project Charter and Scope Statement, as well as assigning roles to project members

**Agenda:**

* Introductions of attendees
* Assigning roles to members
* Project briefing
* Discussion of project charter
* Discussion of scope statement
* Discussion of project scope, time, and cost goals
* Identifying project objective and success criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Finishing the Project Charter | Completed | 15/04/2021 |
| 2 | Finishing the Scope Statement version 1 | Completed | 15/04/2021 |
|  |  |  |  |

**Date and time of next meeting:** 21/04/2021