**Meeting 1**

**Date:** 21/04/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Completion of Org Chart and Risk Register

**Agenda:**

* Discussion of Organizational Chart
* Discussion of Risk Register

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| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Finishing the Org Chart |  | 29/04/2021 |
| 2 | Finishing the Risk Register |  | 29/04/2021 |
|  |  |  |  |

**Date and time of next meeting:** 03/05/2021