**Meeting 2**

**Date:** 03/05/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Completion of Project Schedule, Cost Estimate

**Agenda:**

* Discussion of Project Schedule
* Discussion of Cost Estimate

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| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Finishing Project Schedule |  |  |
| 2 | Finishing Cost Estimate |  |  |
|  |  |  |  |

**Date and time of next meeting:** 04/05/2021