**Meeting 3**

**Date:** 04/05/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Completion of Project Change Request, Requirement Traceability Matrix, Updating Scope Statement

**Agenda:**

* Discussion of Project Change Request
* Discussion of Traceability Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Finishing Project Change Request |  | 06/05/2021 |
| 2 | Finishing Traceability Matrix |  |  |
| 3 | Updating Scope Statement |  |  |
| 4 | Updating Cost Estimate |  |  |

**Date and time of next meeting:** 10/05/2021