**Meeting 4**

**Date:** 10/05/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Completion of Cost Baseline, Test Cases

**Agenda:**

* Discussion of Cost Baseline
* Discussion of Test Case

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| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Completion of Cost Baseline |  |  |
| 2 | Completion of Test Case |  | 20/05/2021 |
|  |  |  |  |

**Date and time of next meeting:** 18/05/2021