**Meeting 5**

**Date:** 18/05/2021

**Project Name: UOW Booking System Development**

**Meeting Objective:** Completion of Progress Report, Milestone Progress, Lesson Learn Report, HR Plan

**Agenda:**

* Discussion of Progress Report
* Discussion of Milestone Progress
* Discussion of Lesson Learn Report
* Discussion of HR Plan

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Completion of Progress Report |  |  |
| 2 | Completion of Milestone Progress |  |  |
| 3 | Completion of Lesson Learn Report |  |  |
| 4 | Completion of HR Plan |  |  |

**Date and time of next meeting: 20/05/2021**