

Meeting Minutes 6

Project Name: Group TwoTwo

Meeting Objective: CIO approve change request form

Date: 1st November 2019

Attendee
Neo Zhi Kai
Ng Ming Yow
Lim Li Shan
Nurul Amirah Binte Norasmin
Shin Pyae Sone Ko

Agenda:

- Review on updated project scope
- Finalize test cases and program

S/No	Item	Action Item	Due Date
1	To include additional test cases from the new project scope	Amirah will continue to update the test cases accordingly	1 st November 2019
2	Engineers will continue developing the new changes and fix bugs from the updated project scope.	Ming Yao and Li Shan will continue the implementation	1 st November 2019

Date and time of next meeting:

4th November 2019