

Meeting Minutes 5

Project Name: Group TwoTwo

Meeting Objective: CIO clarify the scope of the change request

Date: 25th October 2019

Attendee
Ng Ming Yao
Lim Li Shan
Nurul Amirah Binte Norasmin

Agenda:

- Ensure the quality of the product
- Creation of change request form
- Review on prototype
- Analyze the impact of the new change request

S/No	Item	Action Item	Due Date
1	To review and manage the project parameters and assess the risks of the new changes to the project scope	Zhi Kai will finalize the plans and announce to the team.	29 th October 2019
2	Analyze the impact of the new changes and complete the Project Change Request Form	Zhi Kai will proceed with changes of project scope and fill up the change request form	29 th October 2019
3	Team review on test script	Amirah presented test script and now preparing for the current test cases	28 th October 2019
4	Review on the system prototype prepared	Team review on the prototype and will proceed to add additional requirements requested by CIO. Team will begin the implementations after Zhi Kai finalize the supporting documents	1 st November 2019

Date and time of next meeting:

1st November 2019