

Meeting Minutes 7

Project Name: Group TwoTwo

Meeting Objective: Review program and finalize testing

Date: 4th November 2019

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

Agenda:

- Review finalized program
- Creating User Manuals
- Finalize system testing and user acceptance criteria

S/No	Item	Action Item	Due Date
1	To create a user manual to show stakeholders and users of the program	Arr Lay will start creating the user manual	5 th November 2019
2	To finalize all testing and user acceptance criteria and prepare for deployment	Entire team will participate in the testing phase	6 th November 2019
3	Prepare for system deployment on 6 th November 2019	Entire team will get ready for the deployment	6 th November 2019
4	Prepare to preform project assessment	Li Shan and Zhi Kai will get ready to perform the project assessment on 7 th November	7 th November 2019
5	To identify lesson learnt (To do overall team reflection and a compilation of individual member's reflection)	Team will finish their individual reflection and submit to Zhi Kai for compilation	8 th November 2019

Date and time of next meeting:

Last Meeting : 8th November 2019