

Meeting Minutes 2

Project Name: UOW Event Booking System

Meeting Objective: Discussion on project plans

Date: 8th October 2019

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

Agenda:

- Further discussion and listing of possible risk
- Further discussion on project scope and split tasks for developing the program

S/No	Item	Action Item	Due Date
1	Assess risk and update in the Risk Register	Amirah and Zhi Kai continue to update the risk register Amirah will upload to google drive	8 th October 2019
2	Discussion on the plans for developing the program	Ming Yao to delegate programming tasks to the engineers	10 th October 2019

Date and time of next meeting:

10 October 2019