Meeting Minutes 4

Project Name: UOW Event Booking System

Meeting Objective: Proposing new estimated budget, discussions on Progress Report, Testing Phase and software development

Date: 12th October 2019

Attendee
Neo Zhi Kai
Ng Ming Yow
Lim Li Shan
Nurul Amirah Binte Norasmin

Agenda:
- Propose new budget to CIO
- Discussion on progress report
- Discussion on testing phase

S/No	Item	Action Item	Due Date
1	To propose new project budget to CIO in order to continue project scope	Zhi Kai will send CIO updated project charter for approval	12th October 2019
2	To complete the progress report for the first 2 weeks	Each member will share their points and Zhi Kai will consolidate	13th October 2019
3	To complete test script before proceeding to develop a test case	Amirah will do the test script	20th October 2019
4	To begin developing system prototype after purchase of licenses, rental of equipment and facilities	Li Shan, Ming Yao and Arr Lay will begin developing the prototype	18th October 2019
5	Purchase of licenses, rental of equipment and facilities	Zhi Kai will contact Vendor after CIO approve new budget	15th October 2019

Date and time of next meeting:
17th October 2019