

Kick-Off Meeting

Project Name: UOW Event Booking System

Meeting Objective: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

Date: 3rd October 2019

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

Agenda:

- Introductions of attendees
- Review of project background
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organizational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

S/No	Item	Action Item	Due Date
1	Deciding of the Roles	Roles decided. Zhi Kai to update into project charter	3 rd October 2019
2	Preparing of Team Charter	Zhi Kai to consolidate and update	3 rd October 2019
3	Preparing of Project Charter	Zhi Kai to do some touch-up and submit to CIO for approval	7 th October 2019
4	Developing of Gannt Chart	Zhi Kai to do some touch-up	10 th October 2019

Date and time of next meeting:

7 October 2019