

# Meeting Minutes 1

**Project Name:** UOW Event Booking System

**Meeting Objective:** Discussion of project scope with CIO

**Date:** 7<sup>th</sup> October 2019

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

## Agenda:

- Getting approval for project charter
- Discussion and listing of possible risk
- Discussion on project scope

S/No	Item	Action Item	Due Date
1	To determine the Cost Estimation	Amirah to update cost estimation and upload into google drive	10 <sup>th</sup> October 2019
2	Update the Project Charter	As first version of project charter was rejected, Zhi Kai to update and submit to CIO for further approval	8 <sup>th</sup> October 2019
3	To finalize the Project Scope	Ming Yao and Zhi Kai will update and upload to google drive	10 <sup>th</sup> October 2019
4	To identify risk and quality standard	Zhi Kai will update the risk register	7 <sup>th</sup> October 2019

**Date and time of next meeting:**

8 October 2019