

Meeting Minutes 3

Project Name: UOW Event Booking System

Meeting Objective: Adding resources/material to project schedule, further project discussion

Date: 10th October 2019

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

Agenda:

- Assign resources and material in MS project
- Finalized programming tasks
- Confirm Cost Baseline format
- Update project scope

S/No	Item	Action Item	Due Date
1	Updating the Gantt chart with assigned resources and material	Zhi Kai updated the MS project	10 th October 2019
2	Confirm with programmers how the tasks will be delegated	Ming Yao delegate programming tasks to the engineers	10 th October 2019
3	Finalize the format for Cost baseline and Cost estimate	Zhi Kai confirm with CIO on the format	10 th October 2019
4	Update the project scope with more information	Zhi Kai and Ming Yao will update the scope statement and upload in google drive	10 th October 2019
5	To assess the risk	Zhi Kai to assess the risk and update risk register	14 th October 2019

Date and time of next meeting:

12 October 2019