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| PROJECT MANAGEMENT Meeting minutes | |
| Location: | Li Ka Shing Library Project Room |
| Date: | 19th of September |
| Time: | 12pm |
| Attendees: | Gordon, Rou Hui, Brian, Amey and Ian |

# Agenda Items

1. Plan the schedule of the project for the entire duration
2. Assign roles for future tasks
3. Come up with the appropriate metrics

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| Action Items | Owner(s) | Deadline | Status |
| Scheduling | Gordon | 19th Sep | Complete |
| Assign Roles | Gordon | 19th Sep | Complete |
| Metrics | Brian | 19th Sep | Complete |
| Database | Brian | 24th Sep | In Progress |
| Login | Rou Hui, Amey | 26th Sep | In Progress |
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The meeting was adjourned at 3 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lee Rou Hui

Vetted and edited by,

Gordon