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| PROJECT MANAGEMENT Meeting minutes | |
| Location: | SOE/SOSS GSR 3-12 |
| Date: | 28th of September |
| Time: | 12pm |
| Attendees: | Gordon, Rou Hui, Brian, Amey and Ian |

# Agenda Items

1. Discuss and agree on rotation of Project Manager and pair programming roles for each milestone
2. Update on current progress of functional requirements and new functionalities
3. Test cases and Critical Path
4. Prepare presentation slides for PM Review in Week 7

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| Action Items | Owner(s) | Deadline | Status |
| Assign PM Roles | Gordon | 28th Sep | Complete |
| Progress Update | Everyone | 28th Sep | Complete |
| Critical Path | Everyone | 1st Oct | In Progress |
| PM Review Slides | Ian | 1st Oct | 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,

Ian Liew

Vetted and edited by,

Gordon