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| SPM Meeting minutes | |
| Location: | LKSLIB Project Room 5-6 |
| Date: | 16th October |
| Time: | 5pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. Hand over PM role from Amey to Ian
2. Work on feedback given by Rajesh during online review
3. Iteration 3 planning and work allocation

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| Action Items | Owner(s) | Deadline | Status |
| Hand over PM role from Amey to Ian | Amey, Ian | 16th Oct | Complete |
| Work on feedback given by Rajesh during online review | Everyone | 16th Oct | Complete |
| Iteration 3 planning and work allocation | Everyone | 16th Oct | Complete |

The meeting was adjourned at 6pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ian Liew