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| SPM Meeting minutes | |
| Location: | SIS Level 4 |
| Date: | 31st October 2019 |
| Time: | 12pm |
| Facilitator: | Gordon, Rou Hui, Brian, Amey, Ian |

# Agenda Items

1. Hand over PM role from Ian to Rouhui
2. Review mistakes found in manual UAT
3. Iteration 4 planning and work allocation

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| Action Items | Owner(s) | Deadline | Status |
| Hand over PM role from Ian to Rouhui | Ian, Rouhui | 31st Oct | Complete |
| Review mistakes found in manual UAT | Everyone | 31st Oct | Complete |
| Iteration 4 planning and work allocation | Everyone | 31st Oct | Complete |

The meeting was adjourned at 2pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Lee Rou Hui