# Team Meeting

Date | time 07/10/2016| Location LDC6041

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | None | | Type of meeting | Task planning meeting | | Facilitator | Nay Myat Min | | Note taker | Liem Nguyen Duc | | Timekeeper | MuraliMohan | | Attendees: Nay, Fong, Abishek, Murali, Liem  Please read: -  Absentee: |

## Agenda Items

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | CV and code of Conduct haven’t been completed | Liem | 5 mins | |  | Task list | Liem | 5 mins | |  | Gantt chart | Nay | 5 mins | |

## Discussion

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | CV and code of Conduct haven’t be finished.   * Abishek and Murali haven’t finished their CV and code of conduct. * It is required to finish those task in order to proceed. | Liem | Abishek’s CV is somewhat not up to standard, might subject to plagiarism. | |  | Task list   * Based on marking scheme, each person will focus on one criteria. | Liem | Group need to do more research in order to put up a good work. | |  | Gantt Chart   * Gantt chart must be ready to submit on Thursday. | Nay | - | |

## Action taken

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | CV and code of Conduct haven’t be finished.   * Abishek and Murali will finish their CV and code of conduct by 13th OCT | - Abishek& Murali | 13th Oct 2016 | | ☐ | Task list: Based on submission, each person will list the task necessary to complete as follow:   * Covering letter, PERT/Network * Report * Risk management * List of assumption * Resource histogram | - Nay  -Liem  -Murali  -Abishek  -Fong | 13th OCT 2016 | | ☐ | Gantt chart   * Liem will finish Gantt chart on project for submission on Thursday. | -Whole team  -Whole team | 14th OCT 2016 | |

## Other Information

Next meeting [13th Oct 2016]

Special notes: Everyone needs to read on project requirement and PMBOK. Need to keep up with schedule