# Team Meeting

Date | time 13/10/2016| Location LDC6041

|  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | 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

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Task incompletion | Nay | 5 mins | |  | Team workload is unbalanced | Liem | 10 mins | |  | Task list | Liem | 5 mins | |

## Discussion

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Task incompletion   * Risk management isn’t completed by Murali * List of assumption isn’t up to standard by Abishek. | Nay | The project task list is delayed until these have been completed. | |  | Team workload is unbalanced.   * Some people did their own research and their part, some doesn’t. * It is very important to do research on our own, no one can read through everything and tell the rest what to do. | Liem |  | |  | Task list   * Gantt chart must be compliance to POMBOK standard * There is modification to the task list * There must be time estimation on task list. | Liem |  | |

## Action taken

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| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | Task incompletion   * Risk management assigned to Nay * List of assumption will be finished by Abishek | - Nay  - Abishek | 14th Oct 2016 | | ☐ | Team workload is unbalanced   * Everyone will try their best to do their own research/work | - Whole group | - | | ☐ | Gantt chart   * Listing estimated time to finish each task * Complete the Gantt chart in compliance to POMBOK standard | -Whole team  -Liem | 14th OCT 2016 | |

## Other Information

Next meeting [14th Oct 2016]

Special notes: