# Team Meeting

Date | time 17/10/2016|2:15PM Location LDC6041

|  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Meeting called by | Nay | | Type of meeting | Update schedule | | Facilitator | Nay Myat Min | | Note taker | Liem Nguyen Duc | | Timekeeper | Liem Nguyen Duc | | Attendees: Nay, Fong, Liem  Please read: Two papers on School’s IT system in Project’s documents  Absentee: Abishek, Murali |

## Agenda Items

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Uncertainty of Project submission | Fong | 5 mins | |  | Plan task in advance. | Liem | 5 mins | |

## Discussion

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Uncertainty of Project submission   * Exactly what is required for the WNA * Into how much details we must provide the solution? | Fong.  Nay | More feedback will be available after teach go through submission | |  | Plan task in advance   * List of assumption and Resources histogram is due soon. * Solution list must be finished in order to draft task list and Gantt chart. | Liem |  | |

## Action taken

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| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | Uncertainty of Project submission   * More research is to be done on school’s technology system. * Try modelling the system according to guidance from system analysis and design book. | - Whole team | 20th Oct 2016 | | ☐ | Project Solution and task list for solution   * List of Assumption will be put in motion right after solution submitted. * Resources histogram will be done parallel to List of assumption. * The whole team must keep up with schedule so Gantt chart and task list can be submitted on time. | - Nay.  - Fong  - Liem. | 22th OCT 2016  22th OCT 2016  20th OCT 2016 | |

## Other Information

Next meeting [19th Oct 2016]

Special notes: -