Minutes of the 1st internal project members meeting

Date:	20 Oct 2022	
Time:	20:00 – 21:30	
Venue:	ADC203	
Present:	Keith Kwok Kelvin Yip Davina Ng	

Introduction:

Preparation work beofre a Kick-Off meeting.

Item	Description	Target Completion Date
1	Develop project objectives, goals and deliverables.	Nil
2	Asssigning team members to 3 roles, Product owner, Project manager and Technical lead.	Nil
3	Define Roles and Responsibility based on Accountability and project assumption.	Nil
4	Outline the pain point of the business: 　　○　Validity the data and information	Nil
5	Develop a preliminary project plan: 　　○　Concept design thinking and create mindmap	TBC
6	The meeting was adjourned at 21:30.	Nil