Minutes of the 1st internal project members meeting

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| **Date:** | **20 Oct 2022** |  |
| **Time:** | **20:00 – 21:30** |  |
| **Venue:** | **ADC203** |  |
| **Present:** | Team Member:  KWOK KA KIT (Scrum Master)  YIP KIN WANG (Technical Manager)  NG KA WAI Davina (Product Owner) |  |

Introduction:

Preparation work before a Kick-Off meeting.

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| Item | Description | Target Completion Date |
| 1 | Develop project objectives, goals and  deliverables. | Nil |
| 2 | Assigning 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:  o Validity the data and information | Nil |
| 5 | Develop a preliminary project plan:  o Concept design thinking and create mindmap | TBC |
| 6 | The meeting was adjourned at 21:30. | Nil |