# **Enterprise Solution Management – G1T4**

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| **INTERNAL MEETING AGENDA** | | | |
| **Project Team:** | Team 4 | | |
| **Date of Meeting:** | 22 Feb 2019 | **Time:** | 10:00 AM |
| **Meeting Facilitator:** | Ho Jue Hong | **Location:** | SIS Project Way |

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| Meeting Objective |
| 1. Ensure everyone is updated on project progress 2. Prepare change protocols for week 9 3. Discuss Quality Assurance(QA) Plan |

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| Attendees | |
| Name | **Remarks** |
| Chew Hui Ling | Present |
| Joann Wong | Present |
| Lee Jenny | Present |
| Ho Jue Hong | Present |
| Chua Pei Wei | Present |

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| Agenda and Notes, Decisions, Issues | | |
| Topic | **In-charge** | **Time** |
| Ensure everyone is updated on project process  Summary of discussion   * Each role updates rest of team what they have already done * Additional hardening and monitoring to be done | Joann | 10:00 AM |
| Prepare change protocols for week 9  Summary of discussion   * Come up with change plan and protocol document | Ho Jue Hong | 11:00 PM |
| Discuss Quality Assurance (QA) Plan  Summary of discussion   * Additional points to be included in plan * More monitoring tools to be researched on | Lee Jenny | 2:00 PM |

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| Next Meeting (if applicable) | | | | | |
| Date (DD/MM/YY): | **27/02/2019** | **Time:** | **12:00PM** | **Location:** | **Joann’s House** |
| Objective: | 1. Additional hardening and monitoring protocols  2. Finalise Change Document and QA Report | | | | |