# **Enterprise Solution Management – G1T4**

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| **INTERNAL MEETING AGENDA** | | | |
| **Project Team:** | Team 4 | | |
| **Date of Meeting:** | 27 Feb 2019 | **Time:** | 12:00 AM |
| **Meeting Facilitator:** | Ho Jue Hong | **Location:** | Joann’s House |

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| Meeting Objective |
| 1. Additional hardening and monitoring protocols 2. Finalise Change document and QA report |

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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 | Joann | 12:00 AM |
| Additional hardening and monitoring protocols  Summary of discussion   * Additional tools implemented and need to continue to understand software more in depth through research and learning at own time | Ho Jue Hong | 12:30 PM |
| Finalise Change document and QA report  Summary of discussion   * Document layout finalized * Change documents to be filled when change request is given | Lee Jenny | 2:30 PM |

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| Next Meeting (if applicable) | | | | | |
| Date (DD/MM/YY): |  | **Time:** |  | **Location:** |  |
| Objective: |  | | | | |