**Meeting Minutes 2**

**Project Name:**  Developing a room booking system for UOW

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| **Date:** 6th April 2020 | **Time:** 4 pm - 6:30 pm |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective**: Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Discussion of project organizational structure | -Delegating the team into 2 separate groups | 6th April 2020 |
| 2 | Review of project-related documents (i.e. business case, project charter, team charter) | -Preparation of documents  -Get approval from CIO | 9th April 2020 |
| 3 | Discussion of programming language to be used. | -Decided on using Java programming language.  -Programmers to create the base GUI for the program | 11th April 2020 |
| 4 | Project preparation phase | -Milestone completion of project preparation phase | 6th April 2020 |

**Date and time of next meeting:** 13th April 2020, 9 - 10pm