**Meeting Minutes 3**

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

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| **Date:** 13th April 2020 | **Time:** 9 pm - 10 pm |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective:** Discussion on the scope and requirement and Identifying of potential risks which could impact the project

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Discussion of project scope statement | -Deciding on what | 13th April 2020 |
| 2 | Discussion of risk management analysis | - Identify risks early and form contingency plans | 13th April 2020 |
| 3 | Discussion of programming language to be used. | - Change of plans to use HTML due to ease of design compared to Java  - Selection of PHP as the database language to be used with HTML  - Programmers to create the base GUI for the program | 20th April 2020 |

**Date and time of next meeting:** 16th April 2020 , 3 pm - 5pm