**Meeting Minutes 4**

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

|  |  |
| --- | --- |
| **Date:** 16th April 2020 | **Time:** 3pm - 5pm |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective:** Complete Progress Report 1 and Issue Log

**Agenda:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Computing of first Progress Report 1st April to 14th April | - Discuss and gather info on all work done from previous meetings to consolidate them into a progress report | 16th April 2020 |
| 2 | Creation of issue log | -Discussion about the issues faced by team members and how to solve them | 16th April 2020 |

**Date and time of next meeting:** 24/4/2020 1:30pm - 3pm