**Meeting Minutes 5**

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

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| **Date:** 24th April 2020 | **Time:** 1:30pm - 3pm |
| **Attendees:** Decen Ng, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin | |

**Meeting Objective:** Complete scheduling/costs

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Finalising of scheduling |  | 24/4/2020 |
| 2 | Finalising of cost estimate | -Input according to WBS , days, labor rates | 24/4/2020 |
| 3 | Update cost baseline | -Tabulate our weekly costs | 24/4/2020 |
| 4 | Completed milestone of project planning phase | -completed scope statement, cost management plan, human resource plan, project scheduling, risk management plan | 24/4/2020 |

**Date and time of next meeting:** ?