**Meeting Minutes 6**

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

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| **Date:** 4/5/2020 | **Time: 3pm-6pm** |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective: Discussion of Change Request**

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Decide on which new function to implement | Discuss among team members on the new function that we should implement | 4/5/2020 |
| 2 | Project change request form | Document the additional feature and how it affects the overall project’s scope,schedule,  budget,risks and  communication | 4/5/2020 |
| 3 | Create version 2 for scope statement, schedule, project charter, cost estimate and cost baseline | Include the new function’s details into the respective documents according to change request by CIO | 4/5/2020 |
| 4 | Decided as a team that we do not require any extra budget or timeline as there was sufficient buffer in between some of the tasks which can be sped up. |  | 4/5/2020 |
| 5 | Design phase milestone | -Milestone for completion of design phase | 4/5/2020 |

**Date and time of next meeting:**