**Meeting Minutes 7**

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

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| **Date:** 17/5/2020 | **Time:** 130 pm - 530pm |
| **Attendees:** Decen Ng, Jing Jue Ching, Neo Kai Heng, Junior Tantono, Seri Dania Bte Abidin, Jing Xian Ching | |

**Meeting Objective:**

**Agenda:**

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| **S/No** | **Item** | **Action Item** | **Due Date** |
| 1 | Making sure all required documentations are completed |  | 20/5/2020 |
| 2 | Milestone completed for testing phase | -Completed Test for UI design and Backend | 20/5/2020 |
| 3 | Project Milestone Report | -Update on completion of all phases of project schedule which includes preparation phase, planning phase, design phase, change request and testing phase | 20/5/2020 |
| 4 | Test Cases | -Ensuring each test case was properly documented with necessary information | 20/5/2020 |
| 5 | Milestone completed for Change Request | -Successfully implemented the scope of the change request | 20/5/2020 |