

# **MEETING 1**

## **10/10/2022**

**Project Name: Revamping of UOW room booking system**

**Meeting Objective:** Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans

**Agenda:**

- Introductions of attendees
- Review of project background
- Review of project-related documents (i.e. business case, project charter)
- Discussion of project organisational structure
- Discussion of project scope, time, and cost goals
- Discussion of other important topics
- List of action items from meeting

<b>S/No</b>	<b>Item</b>	<b>Action Item</b>	<b>Due Date</b>
01	Discuss Project Charter	To touch up and send to CIO	10 Oct 2022
02	Draft out Scope Statement	To be filled in appropriately	10 Oct 2022
03	Draft out Team Charter	To be filled in appropriately	10 Oct 2022

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

## **MEETING 2**

### **14/10/2022**

**Project Name: Revamping of UOW room booking system**

**Meeting Objective:** Develop our project-related documents and to introduce the use of wrapper for the front-end and back-end development

**Agenda:**

- Review of project-related documents (i.e. scope statement)
- Discussion of project organisational chart
- Discussion of project risk register
- Discussion of other important topics
- Conversion of back-end to front-end webpage
- Recap of to-do's and action items

<b>S/No</b>	<b>Item</b>	<b>Action Item</b>	<b>Due Date</b>
01	Draft out Risk Register	To be filled in appropriately	17 Oct 2022
02	Draft out Gantt Chart	To be filled in appropriately	17 Oct 2022
03	Draft out Organisation Chart	To be filled in appropriately	17 Oct 2022
04	Using a wrapper to build the front-end to back-end development	To be edited appropriately	04 Nov 2022

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

## **MEETING 3**

### **25/10/2022**

**Project Name: Revamping of UOW room booking system**

**Meeting Objective:** Mainly to discuss about the new change request the CIO made for the project scope and decide on which feature we will introduce to our room booking system

**Agenda:**

- Discussion of change request specs
- Understanding the amount of effort required, any possible effect on timeline, budget adjustments, new risks, needs for communication, etc
- Filling up the change request form
- Editing the templates that are affected from the new project scope

<b>S/No</b>	<b>Item</b>	<b>Action Item</b>	<b>Due Date</b>
01	Decide on which new feature to implement to our room booking system	To discuss as a group	25 Oct 2022
02	Undertaking a study and discuss on how the new change request will affect our project	To discuss as a group	25 Oct 2022
03	Filling up the change request form	To be filled in appropriately	25 Oct 2022
04	Editing the templates that will be affected due to the new change request	To be edited appropriately	31 Oct 2022

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

## **MEETING 4**

### **15/11/2022**

**Project Name: Revamping of UOW room booking system**

**Meeting Objective:** A short meeting just to make sure that everything has been completed and is ready for the final submission, and went through everything that had been done together as a group

**Agenda:**

- Making sure that everything is completed and ready for submission
- Looking through the templates once more to make sure that it is filled up correctly
- Run through the room booking system website again to make sure that it is running fine without any errors
- Watched the tutorial video we had created to make sure it doesn't have any errors

<b>S/No</b>	<b>Item</b>	<b>Action Item</b>	<b>Due Date</b>
01	Recap on what had been done together as a group and going through the templates individually to make sure that we have completed everything that is needed to be done	To discuss as a group	16 NOV 2022
02	Ran the room booking system together to make sure that it is working fine without any errors	To discuss as a group	16 NOV 2022
03	Looked through the video together to make sure that there were no errors	To discuss as a group	16 NOV 2022