



## MEETING MINUTES

<b>Meeting/Project Name:</b>	Group Project		
<b>Date of Meeting:</b> (DD/MM/YYYY)	2/09/2020	<b>Time:</b>	19:30 AEST
<b>Minutes Prepared By:</b>	Yusai Zhang	<b>Location:</b>	MS Teams Call
<b>1. Meeting Objective</b>			
<p>1. Review everyone's completed justification for selecting project 2 (Objectives were selected or assigned during the last meeting)</p> <p>2. Discuss and agree to create business case. Sections of the business case to be assigned to each team member to complete before next meeting</p> <p>3. Discuss and agree to create project charter. Likewise sections of the project charter to be assigned to each team member to complete before next meeting</p>			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Department/Division</b>	<b>E-mail</b>	<b>Phone</b>
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@uowmail.edu.au	N/A
Tom Rose	Student	tlwr355@uowmail.edu.au	N/A
Xun Cai	Student	xc805@uowmail.edu.au	N/A
Yiting Chen	Student	yc672@uowmail.edu.au	N/A
Yusai Zhang	Student	yz382@uowmail.edu.au	N/A



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<b>3. Agenda and Notes, Decisions, Issues</b>					
<b>Topic</b>	<b>Owner</b>		<b>Time</b>		
Review the justification for selecting project 2  All the justification is finished, and the outcome is both word file and online ( <a href="https://github.com/oldcai/ITPMAssignment/issues/2">https://github.com/oldcai/ITPMAssignment/issues/2</a> ).  And it will be combin and archive form the docx file.	All		19:30 AEST		
Discuss and agree to create business case.  Accountable: Yusai  Responsible: All  Step: 1. Yusai build the outline. 2. Group review and assigning the task. 3. Combine all. 4. Peer review. 5.Final version.  Due date: 04/09/2020 (Step 1)	All		19:40 AEST		
Discuss and agree to create project charter.  Accountable: Yusai  Responsible: Yusai  Step: 1.Yusai write the 1st ed of Project Charter. 2. Group review. 3. Revise the project charter. 4. Final version.  Due date: 07/09/2020 (Step 1)	All		19:50 AEST		
<b>4. Action Items</b>					
<b>Action</b>	<b>Owner</b>		<b>Due Date</b>		
Review and archive the project justification	Yiting		07/09/2020		
Write the business case outline	Yusai		04/09/2020		
Write the project charter	Yusai		07/09/2020		
Prepare the matrix of RACI with the artifact of this project	Yusai		07/09/2020		
<b>5. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	08/09/2020	<b>Time:</b>	19:30	<b>Location:</b>	MS Teams Call
<b>Objective:</b>	1. Discuss the outline of business case 2. Discuss the project charter 1st ed 3. Discuss the RACI matrix 4. Discuss the next step				