



MEETING MINUTES

Meeting/Project Name:	Group Project		
Date of Meeting: (DD/MM/YYYY)	17/09/2020	Time:	19:30 AEST
Minutes Prepared By:	Yiting Chen	Location:	MS Teams Call
1. Meeting Objective			
1. Introduced the components of the business case, and assigned which part that each person needs to complete.			
2. Discussed the content of the project charter and assigned everyone's responsibilities.			
3. Discussed the requirements of project design and gave some examples.			
2. Attendance at Meeting			
Name	Department/Division	E-mail	Phone
Kyle Murphy	Student	km543@uowmail.edu.au	N/A
Nagasubramaniyan Sankaranarayanan	Student	ns919@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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3. Agenda and Notes, Decisions, Issues					
Topic			Owner		Time
Review the business case outline finished last week. And it has been written on the docx file.			All		19:30 AEST
Discuss the requirements of project design. Accountable: Xun Cai Responsible: All Step: 1. Xun Cai ask for requirements of the project. Due date: 01/10/2020 (Step 1)			All		19:43 AEST
Discussed the content of the project charter and assigned everyone's responsibilities. Accountable: Yusai Responsible: All Step: 1.Yusai write the 1st ed of Project Charter. 2. Group review. 3. Discuss and assign everyone's responsibilities. 4. Final version. Due date: 17/09/2020 (Step 1)			All		19:53 AEST
Discuss the components of the business case, and assign each section for everyone. Accountable: Yusai Responsible: All Step: 1. Yusai write the outline of Business Case. 2. Group review. 3. Discuss and assign everyone's responsibilities. 4. Final version. Due date: 09/10/2020 (Step 1)			All		20:05 AEST
Discussed the requirements of project design and gave some examples. Accountable: Xun Cai Responsible: All Step: 1. Xun Cai ask for requirements of the project. 2. Group discuss. 3. Kyle and Naga give examples. 4. Final version. Due data: 01/10/2020 (Step 1)			All		20:22 AEST
4. Action Items					
Action			Owner		Due Date
Write the business case details			All		09/10/2020
Write the project charter			Yusai		17/09/2020
Give examples and discuss the details of project design.			Xun Cai		01/10/2020
5. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)		18/09/2020	Time:	19:30	Location:
					MS Teams Call



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Objective:	1. Review the details of business case 3. Discuss the requirements of project 2. 4. Discuss the next step		