

# MEETING RECORDS

Date	Time	Mode online /physical	Objective	PM
25/6	12.30 pm - 1.00 pm	Physical	<ul style="list-style-type: none"> <li>Decide project title</li> <li>Discuss module involved</li> <li>Research on existing company</li> </ul>	PM1 - Lim Jun Wei
26/6	10.00 am - 12.00 pm	Physical	Discuss module involved	PM1 - Lim Jun Wei
2/7	1.35 pm - 2.00 pm	Physical	Confirm project module	PM2 - Yuen Yun Jia
9/7	1.35 pm - 2.00 pm	Physical	Confirm stakeholders register	PM3 - Tan Huei Qing
9/7	12.00 pm - 2.00 pm	Physical	Finalize team structure and discuss about communication plan	PM3 - Tan Huei Qing
12/7	12.00 pm - 2.00 pm	Online	Progress review	PM3 - Tan Huei Qing
14/7	12.30 pm - 1.30 pm	Physical	Define project scope and identify exclusions clearly.	PM4 - Chia Ming Yi
16/7	12.30 pm - 2.00 pm	Online	<ul style="list-style-type: none"> <li>Review scope draft, refine exclusions, ensure alignment with project goals.</li> <li>Discuss possible software process models and evaluate based on suitability.</li> </ul>	PM4 - Chia Ming Yi
17/7	1.00 pm - 2.00 pm	Online	<ul style="list-style-type: none"> <li>Decide and document selected a software process model with justification.</li> <li>Discuss on functional requirements by separating into submodules.</li> </ul>	PM4 - Chia Ming Yi
20/7	8.00 p.m - 9.30 p.m	Online	<ul style="list-style-type: none"> <li>Discuss on the main task in WBS for the project schedule</li> <li>Discuss on the overall project calendar setting and resource calendar setting</li> </ul>	PM 5 - Ong Yi Xin
23/7	12.00p.m - 1.00p.m	Physical	Review and discuss on the subtask of each phase to the project schedule are they suitable or needed any	PM 5 - Ong Yi Xin

			enhancements.	
31/7	6.00 pm - 6.30 pm	Online	Discuss and Identify the most major potential risk in the project	PM6 - Lim Jun Wei
2/8	12.00 pm - 1.00 pm	Online	<ul style="list-style-type: none"> <li>• Propose the mitigation, monitoring and management strategies for the selected risk</li> <li>• Discuss the feasibility of each strategy to resolving the risk</li> </ul>	PM6 - Lim Jun Wei
6/8	1.30pm - 2.00 pm	Physical	Confirm quality attribute	PM7- Yuen Yun Jia
9/8	8.00 pm - 9.00 pm	Online	Discuss quality plan details	PM7- Yuen Yun Jia
13/8	1.30 pm - 2.00 pm	Physical	Confirm corrective action	PM8 - Tan Huei Qing
14/8	12.30 pm - 14.30 pm	Physical	Discuss disadvantage and corrective action details	PM8 - Tan Huei Qing
17/8	8.00 p.m - 9.30 p.m	Online	Discuss the initial risk table with identified risks, categories, and descriptions.	PM9 -Chia Ming Yi
19/8	12.00 pm - 1.00 pm	Online	Update risk table by structuring into Risk Title, Risk Category, Risk Description, Risk Impact Description.	PM9 - Chia Ming Yi
21/8	1.30 pm - 2.00 pm	Physical	Finalize the risk table with refined mitigation, monitoring, and management sections, avoiding repetition.	PM9 - Chia Ming Yi
27/8	12.00p.m - 1.00p.m	Physical	<ul style="list-style-type: none"> <li>• Overall review again for the cost estimation, risk table format, resource allocation and any part needed to add on more description.</li> <li>• Discuss on the part divide of the presentation slide.</li> </ul>	PM10 - Ong Yi Xin