

AGENDA OF MEETING

Meeting Title	Client Meeting
Date	14-03-2012
Start Time	1730
End Time	1810
Called By	Suriyanti
Venue	Prof Gan's Office
Attendees	Glorya, Suriyanti, Yosin, Minh, Prof Benjamin Gan
Objective	To share about team progress

PREPARATION FOR MEETING:

Please Read:	Please Bring:
-	-

ACTION ITEMS FROM PREVIOUS MEETING:

No	Action Item	PIC	Comment	Due Date	Status
1					
2					
3					

AGENDA TOPIC:

No	Agenda Topic	PIC	Due Date
1	Share team progress		
2	Query about supervisor assignment		
3	Ask about job scope. Include Optimized Scheduling?		

MINUTES OF MEETING

Meeting Title	Project Requirements with Kevin
Date	14-03-2012
Start Time	1730
End Time	1810
Venue	Prof Gan's Office
Invitee List	Kevin, Glorya, Suriyanti, Yosin, Minh
In Attendance	Kevin, Glorya, Suriyanti, Yosin, Minh
Absent	

DECISIONS:

No	Subject	Decision
1	Supervisor	Will be assigned by Benjamin Gan. Can be checked from is480 page for the available supervisors.
2		Approach Prof Lau Hong Choon or Hedy W Liaw
3	Scope	Optimised scheduling? Show what is your X-factor
4	X-factor	Find out our strength, something that differentiate you from other projects. Something that really helps your client.
5	Proposal	Can do it anytime, but as soon as possible.
6	Wiki	Overview risk schedule, timeline, iteration, documentation, use redSpot as a sample
7	Additional	Sponsor day to see other projects in April.

ACTION ITEMS:

No	Action Item	PIC	Comment	Due Date	Status
1	Finish up the proposal	Suri	Everyone to send Suri their part	Latest week 12	
2	Supervisor		Decided to request for Prof Ben to be supervisor. (Will raise that next time)		
3					

CARRY-OVER ITEMS FOR NEXT MEETING:

No	Subject	Description
1	Proposal	
2		
3		

NOTES:

Prepared by,

Yosin

Vetted and edited by,

Suriyanti