## **Week2 Tutorial Meeting Minutes**

### **Date: 2024-08-01**

### **Time: 4:00 PM**

### **Location: in person**

#### **Attendees:**

All team members

### **Agenda:**

1. Elevator Pitch
2. Preparations for Audit 1
   * Statement of Work (SOW)
   * Required Documents

### **Meeting Notes:**

#### **1. Elevator Pitch**

* Discussed the structure and key points of the elevator pitch.
* Tutor provided feedback on clarity and conciseness.

#### **2. Preparations for Audit 1**

* Tutor outlined the requirements for Audit 1.
* Key documents to prepare:
  + **Statement of Work (SOW)**:
    - Overview of project objectives and scope
    - Detailed description of deliverables
    - Timeline and milestones
    - Roles and responsibilities
* Discussed the importance of clear and thorough documentation.