

| MEETING MINUTES | | |
|-------------------------------|---|-------------------|
| Project Name | Freight Joint | |
| Meeting Name | Document presentation and feed back | |
| Meeting Facilitator | Amandip Padda | |
| Meeting Details | 22 September 2023 This meeting is set to discuss and improve upon Business Case and Cost Benefit Analysis. Furthermore, feedback has been collected from the stakeholder regarding the request to name change. | |
| Meeting Invitees | Amandip Padda Muhammad Tariq Ethan Goski | |
| Minutes: | | |
| Topic | Summary of Discussion/Decision | |
| Document Presentation | The meeting started off with the discussion based on the project name "Load Lullaby". stakeholder suggested that this sounds more like a competitor and should be changed to something else. Later the discussion based on the Business case and Cost Benefit Analysis took place. The meeting concluded that the name should be changed to "Freight Joint" and the documents do meet the requirements and expectations to proceed forward. | |
| | | |
| Action Items: | | |
| Description of Action | Assigned to | Date Required |
| Lo-Fi and High-Fi Prototyping | Muhammad | 29 September 2023 |
| Lo-Fi and High-Fi Prototyping | Ethan | 29 September 2023 |
| Lo-Fi and High-Fi Prototyping | Amandip | 29 September 2023 |