



MEETING MINUTES	
Project Name	Freight Shield
Meeting Name	Project Progress Reports
Meeting Facilitator	Mohammed Alharbi
Meeting Date	6 October 2023
Meeting Details	We discussed the Themes Emerged we had identified earlier before the meeting. We then started working on Kanban, and also checked other related documents.
Meeting Invitees	Alok Paranjape Amandip Padda Mohammed Alharbi Ramanpreet Singh
Minutes:	
Topic	Summary of Discussion/Decision
Themes Emerged	After meeting our customers, we quickly developed our "Themes Emerged" and then began working on the storyboard.
Kanban	We created our new Kanban project on GitHub
Other Document	Before uploading, we reviewed several documents, including the Project Requirements Document, Stakeholder Engagement Plan, and Stakeholder Register.
Action Items:	

Description of Action	Assigned to	Date Required
Low Fed	Amandip	13 October 2023
High Fed	Ramanpreet	13 October 2023
High Fed	Alok	13 October 2023
Progress Report	Mohammed	13 October 2023