



MEETING MINUTES	
Project Name	Freight Shield
Meeting Name	Progress Check in
Meeting Facilitator	Ramanpreet Singh
Meeting Date	29 September 2023
Meeting Details	We officially changed our project name to Freight Shield. We reviewed our progress and discussed two meetings we have already had. We talked to customers and give them the questionnaire which resulted in compilation of our empathy map.
Meeting Invitees	Alok Paranjape Amandip Padda Mohammed Alharbi Ramanpreet Singh
Minutes:	
Topic	Summary of Discussion/Decision
Company Name	We decided on a name that is more professional and fitting for our project, moving away from "Load Lullaby." After discussions, we unanimously agreed on adopting "Freight Shield" as our new project name.
Customers	Following our secured meetings with two customers, "Light Speed" and "1005042 AB Ltd", we have crafted empathy map based on customer's reactions on questionnaire.
Business Case	Given that Alok prepared the business case, our team diligently reviewed it collectively, ensuring its comprehensiveness and readiness for the next steps.

Action Items:		
Description of Action	Assigned to	Date Required
Story Board	Amandip	6 October 2023
Kanban	Ramanpreet	6 October 2023
Other Document	Alok	6 October 2023
Themes Emerged	Mohammed	2 October 2023