



| 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 |
| Other Document | Amandip | 6 October 2023 |
| Kanban | Ramanpreet | 6 October 2023 |
| Other Document | Alok | 6 October 2023 |
| Themes Emerged | Mohammed | 2 October 2023 |