

MEETING MINUTES		
Project Name	WorkFlow	
Meeting Name	Business Case Finalization	
Meeting Facilitator	Sophia Pasha	
Meeting Details	Date: September 20, 2023	
Meeting Invitees	Seonyu Park Sophia Pasha Ememobong Umoh	
Minutes:		
Topic	Summary of Discussion/Decision	
Discuss and review the business case, making changes when necessary.	We reviewed the business case and ensured that the business need, implementation plan, and the cost benefit analysis were properly explained. We also discussed how we will go through the business case with the customer.	
Action Items:		
Description of Action	Assigned to	Date Required
Compile a list of ideas for the stakeholder requirements, and how we can meet the design constraints.	Seonyu Park Sophia Pasha Ememobong Umoh	October 5