

MEETING MINUTES		
Project Name	WorkFlow	
Meeting Name	Business Case and Cost Estimates	
Meeting Facilitator	Seonyu Park	
Meeting Details	Date: September 14, 2023	
Meeting Invitees	Seonyu Park Sophia Pasha Ememobong Umoh	
Minutes:		
Topic	Summary of Discussion/Decision	
Discuss the business need	We discussed who our product is being made for and how it will be used to help people. We also discussed similar products in the market, and how our product will be different. Most existing applications are very costly, but our product will be free and open source.	
Discuss the implementation plan	We discussed the various implementation plans we could use, including the classical or iterative waterfall model, scrum model, and the incremental development model. We decided that the scrum model would be the best option for us to use. We also discussed the plan for each sprint, and what we need to accomplish before the meetings with the customer	
Discuss the cost estimates	We discussed the cost estimates for each implementation plan and compared them. We discussed the resources we have access to and how much effort we will have to put into this product.	
Action Items:		
Description of Action	Assigned to	Date Required
Complete the business case	Seonyu Park Sophia Pasha Ememobong Umoh	September 20