

MEETING MINUTES		
Project Name	WorkFlow	
Meeting Name	Business Case Feedback	
Meeting Facilitator	Yogesh Sharma	
Meeting Details	Date: September 26, 2023	
Meeting Invitees	Seonyu Park Sophia Pasha Ememobong Umoh Yogesh Sharma	
Minutes:		
Topic	Summary of Discussion/Decision	
Discuss the business case with the customer and receive feedback.	We went through each section of the business case with the customer. We were told that we should include more information in the market section of the business need. We need to give examples of similar products and how our product will be better. We were also told that we should remove the information about the various models in the options section. We also need to add the business risks in options. We need to update the cost estimates to correspond with the tasks that we listed.	
Action Items:		
Description of Action	Assigned to	Date Required
Update the business case based on the feedback given by the customer.	Sophia Pasha	October 5