

MEETING AGENDA		
<b>Project Name</b>	WorkFlow	
<b>Meeting Name</b>	Business Case and Cost Estimates	
<b>Meeting Facilitator</b>	Seonyu Park	
<b>Meeting Details</b>	Date: September 14, 2023 Time: 120 minutes Location: Riddell Center	
<b>Meeting Invitees</b>	Seonyu Park Sophia Pasha Ememobong Umoh	
<b>Agenda:</b>	The purpose of this meeting is to discuss and start working on the business case and the cost estimates. We need to discuss the business need, the implementation plan, and the cost estimates.	
Topic	Presented by	Time Allotted
Discuss the business need	Seonyu Park	30 minutes
Discuss the implementation plan	Sophia Pasha	30 minutes
Discuss the cost estimates	Ememobong Umoh	30 minutes
Begin working on the business case	Seonyu Park Sophia Pasha Ememobong Umoh	30 minutes