**Project Meeting Minutes Template**

**Project Name:** Debt Risk Analysisand Default Prediction

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| **Date and Time** | **Location** | **Attendees** |
| 16th October 2024 | Study Room, 333 River Dr, Downtown | * Nerid Tamrakar (0852680) * Prabesh Ghimire (0858773) * Tasiu Oni (0853659) * Pramesh Babu Khadka (0860484) |
| 18th October 2024 | Room no. R1001, St. Clair College, Downtown |
| 22nd October 2024 | Study Room, 333 River Dr, Downtown |
| 29th October 2024 | Room no. R1001, St. Clair College, Downtown |

*On 22nd and 29th October 2024, a meeting was held under the guidance of Manjari Maheshwari*

**Agenda Items:**

1. **Review of Project Business Case**: We discussed the rationale behind the project, including the objectives, anticipated deliverables, and alignment with project goals.
2. **Discussion of Project Charter**: We Outlined the key elements of the project charter, including project scope, objectives and roles.
3. **Work Breakdown Structure (WBS) and Requirements Gathering**: We prepared WBS, discussed the breakdown of tasks involved in the project and gathered requirements to ensure comprehensive project execution.

**Members with Job description:**

We distributed the project charter, business case, sample of requirements gathering and work breakdown structures to each team member.

* Project Charter: Nerid Tamrakar
* Business Case: Prabesh Ghimire
* Sample of gathering requirements: Tasiu Oni
* Work Breakdown Structure: Pramesh Babu Khadka

**Any additional Notes:**

**Next Meeting date and time:** 6th November 2024, 2 PM