**Group (Number): 3**

**Meeting (repeat as needed):**

|  |  |  |
| --- | --- | --- |
| **Date** | 29/09/2023 | **Attendees** |
| **Time** | 18:30 | S M Rakibul Basher |
| **Location** | Fanshawe Main Campus | Gihan Shamike Liyanage |
|  |  | Maitri Ashwinbhai Ramani |
|  |  | Rincon Valverde, Daniela |

**Tasks:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Task | Name | Completed (Y/N) |
| 1 | Task 1 + Key deliverables + Summary budget | Maitri Ashwinbhai Ramani | Y |
| 2 | Task2+Initial Risks +Summary Milestones | Gihan Shamike Liyanage | Y |
| 3 | Task3 +Staffing Decisions + Technical decisions | S M Rakibul Basher | Y |
| 4 | Task4+ Project description + Project Background + Authority Limitations +Escalation Process | Rincon Valverde, Daniela | Y |
| 5 | Overview of the complete work and references | Rincon Valverde, Daniela | Y |
| 6 | Final Review | Everyone | Y |

**Comments:**

|  |
| --- |
| On this second meeting we went over the final version of each task. We did some adjustments to the documents and discussed the best way to approach every subject in the project charter. Also did some correction on style and design of the documents.  At the end came up in agreement of the final product and decided to submit the project on 09/30. |