

MEETING MINUTES		
Project Name	FitBro	
Meeting Name	Business Case Meeting with Stakeholders	
Meeting Facilitator	Yuval Glozman	
Meeting Details	Finishing up and reviewing project Business Case with feedback from stakeholder	
Meeting Invitees	Aaron Borja, Yogesh Sharma, Yuval Glozman, Zana Osman	
Minutes: 20 min		
Topic	Summary of Discussion/Decision	
Business Case Review	<p>Presented our business case with our stakeholder and obtained feedback and recommendations on how we should approach writing the business case.</p> <p>Recommended finding more appropriate options for our project and not focusing on the features of the project just yet, rather focus on what methodology we might use to implement it. Recommendation section should also address the design constraints in the project description document.</p> <p>After receiving feedback, the decision was made to review and change the options, cost-benefit analysis and recommendation sections of the business case document.</p>	
Action Items: Changes to Options, Cost Benefit Analysis and Recommendation		
Description of Action	Assigned to	Date Required
Provide necessary changes to options cost benefit analysis and recommendation sections. Provide more relevant options to the business case that better reflect our proposed project. Provide appropriate changes to the cost benefit analysis based on the changes to options. Finally develop	Yuval Glozman, Zana Osman, Aaron Borja	October 6th, 2024

appropriate recommendations from the cost benefit analysis and ensure that at least four of the design constraints of the project are addressed in the recommendation.