|  |  |
| --- | --- |
| ENDING OF DESIGN PHASEMeeting minutes | |
| Location: | Breakout room-Tech Riders |
| Date: | 07/04/2021 |
| Time: | 3.30 P.M. |
| Facilitator: | Naveed |

# Agenda Items

1. Designing the front end. 80%
2. Gather more data on each plant to increase accuracy of the model.
3. Conduct weekly meetings to discuss the progress of the project.
4. Update the risk register.

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Owner(s) | Deadline | Status |
| Design the front end | Ashan | 09/04/2021 | Delayed |
| Gather more data | Everyone | 09/04/2021 | Delayed |
| Group meeting | Naveed | 12/04/2021 | Scheduled |
| Update risk register | Everyone |  | Ongoing |
|  |  |  |  |