|  |  |  |  |
| --- | --- | --- | --- |
| **MEETING MINUTES** | | | |
| **Project Name** | [This section contains the project name that should appear consistently on all project documents. Organizations often have project naming conventions.] | | |
| **Meeting Name** | Topic-Choosing | | |
| **Meeting Details** | Date: Friday, 23rd September, 2024.  Time: 4:20pm – 6:00pm. | | |
| **Meeting Invitees** | Maheen Siddique, Linton Dsouza, Cyrus Chakma | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Choosing a Topic | | We chose to make a ride rental service, as it seemed like a project capable of capturing a highly financed market with a wide scope of possibilities to benefit people. | |
|  | |  | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Brainstorm options to execute the project. | | Maheen Siddique | 6th October, 2024 |
|  | |  |  |