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| **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** | Preliminaries | | |
| **Meeting Facilitator** | [This section contains the name of the person who will facilitate the overall meeting.] | | |
| **Meeting Details** | Date: Friday, 27th September, 2024.  Time: 2:30pm – 3:15pm. | | |
| **Meeting Invitees** | Maheen Siddique, Linton Dsouza, | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| * Presentation of Project Goals. * Contextualization of Scope. * Brief discussion about required features. | | [Project will be a Peer-To-Peer ride rental service. Options such as Dealership-Client were discussed but deemed too wide-scoped. The pricing models were discussed. Inclusion of Standard Rating System encouraged.] | |
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| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Cost Benefit Analyses of 3 Options | | Maheen Siddique  Linton Dsouza | 6th October, 2024 |
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