

Meeting 1

Location: RKC
Date: 9/11/22
Time: 15h00 - 16h00
Attendees: Connall, Ophelia, Tom

Key items discussed

1. Discussed business plan:
 - How much do we need to develop the app
 - Have to do weekly cash flow estimates which will probably be done with timesheets
 - Eventually need an estimate of return we'll get
2. Discussed what the business is: are we a startup or an already set up company? It will affect salary conditions, etc.
3. Things to consider:
 - Rent of office space: check campus meeting rooms
 - Subscriptions of software
 - Licensing
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Action items	Owner(s)	Deadline	Status
Research business plans		Week 8	
Start on financial plan: figure out what needs to be included in document		End week 8	