

MEETING MINUTES		
Project Name	Cookify	
Meeting Name	Project Report Finalizing	
Meeting Facilitator	Nathan Okoh	
Meeting Details	Date: November 22, 2024 Time: 2:00 PM – 4:00 PM Location: Room 484.1, Engineering Software Lab	
Meeting Invitees	Simran Gahra, Nathan Okah, Hashir Owais	
Minutes:		
Topic	Summary of Discussion/Decision	
Project Report Drafting and Finalization:	The team collaboratively drafted and organized the project report, focusing on content structure, clarity, and accuracy. They reviewed and edited each section to ensure coherence and alignment with project goals. Final adjustments were made, and the report was completed for submission.	
Action Items:		
Description of Action	Assigned to	Date Required
N/A	N/A	N/A