MEETING AGENDA

Project Name	Cookify
Meeting Name	Business Case Development
Meeting Facilitator	Simran Gahra
Meeting Details	Date: September 27, 2024 Time: 3:00 PM – 5:00 PM Location: Room 484.1, Engineering Software Lab
Meeting Invitees	Simran Gahra, Nathan Okah, Hashir Owais

Agenda:

Topic	Presented by	Time Allotted
Documentation Types and Requirements: Identify and outline necessary documentation types required for the project, including technical, functional, and user-oriented documents.	Simran Gahra	1 Hour
Roles and Responsibilities: Determine documentation roles and responsibilities among the team members to ensure clarity and efficiency.	Simran Gahra	10 Mins
Timeline for Documentation: Establish timelines for drafting and completing each document to align with project milestones and deadlines.	Simran Gahra	20 Mins