MEETING MINUTES

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

Minutes:

Topic	Summary of Discussion/Decision
Documentation Types and Requirements:	The team identified essential documentation types needed for the Cookify project, including technical and project status documents.
Roles and Responsibilities:	Documentation roles and responsibilities were assigned to each team member to ensure clarity and accountability.
Drafting Documentations:	The team drafted and finalized each required document. Each document was reviewed and checked by team members to finalize the end product.

Action Items:

Description of Action	Assigned to	Date Required
N/A	N/A	N/A