# Meeting Minutes

| **GLOBAL TREPS PROJECT** | | | | |
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| **Date:** 8 October | **Meeting Time:** 14:30 | **Location:** Discord | | |
| **Called By** | Group decision | | | |
| **Type of Meeting** | Project Kickoff | | | |
| **Facilitator** | Andrew Dinsmore | | | |
| **Note Taker** | Duke Do | | | |
| **Timekeeper** | Harvir Parmar | | | |
| **Attendees** | Andrew Dinsmore, Duke Do, Harvir Parmar | | | |
| **Agenda Topic 1** | | | | |
| **Time:** 15 mins | **Presenter:** Andrew Dinsmore | | | |
| **Discussion Topic** | Seeking approval for Team Charter, Weighted Scoring Model, Business Case and Project Charter | | | |
| **Conclusion** | Confirmed Team Charter, Weighted Scoring Model, Business Case and Project Charter | | | |
| **Action Items** | | **Persons** | | **Deadline** |
| Review and confirm documents | | Duke Do | | 10/10 |
| Review and confirm documents | | Harvir Parmar | | 10/10 |
|  | | | | |
| **Date:** 10 October | **Meeting Time:** 12:00 | **Location:** Discord | | |
| **Called By** | Group decision | | | |
| **Type of Meeting** | Project Status | | | |
| **Facilitator** | Andrew Dinsmore | | | |
| **Note Taker** | Duke Do | | | |
| **Timekeeper** | Harvir Parmar | | | |
| **Attendees** | Andrew Dinsmore, Duke Do, Harvir Parmar | | | |
| **Agenda Topic 1** | | | | |
| **Time:** 15 mins | **Presenter:** Andrew Dinsmore | | | |
| **Discussion Topic** | Finalize case study | | | |
| **Conclusion** |  | | | |
| **Action Items** | | **Persons** | | **Deadline** |
| Review and confirm documents | | Duke Do | | 10/10 |
| Review and confirm documents | | Harvir Parmar | | 10/10 |
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