
Date: 15/07/23

Time: 10:30 pm EST

Name of members

- | | |
|-------------------------|--|
| • Mohammad Abdul Gafor | |
| • Sowmya Muta | |
| • Eze Emmanuel Okechuwe | |
| • Isaac Kwame Duah | |
| • Renee Ashby | |
| • Jair Greene | |

Purpose of meeting

- | |
|---|
| • Discuss and gather information for the work breakdown structure |
| • To complete the Project Charter template by filling in the information for the Project Identification, Business Care, Executive Summary, Project Scope, Mildstone Dates, Project risks, Critical Success Criteria, Signoff. |
| |

Agenda items & Topics Discussed

- | |
|-----------------------------------|
| • Budget allocation and breakdown |
| |

Documents Included

- | |
|--|
| • Project Charter template pdf. |
| • Work breakdown structure template pdf. |

Next meeting Date: 21/07/23

Date: 21/07/23

Time: 10:30 pm IST

Name of members:

- | | |
|---|-----------------------|
| • | Jair Greene |
| • | Mohammed Abdul Gafor |
| • | Sowmya Muta |
| • | Sai Goutham Chadhella |
| • | Isaac Kisame Duah |
| • | Renee Ashby |

Purpose of meeting

Discuss and complete the project gantt chart, person responsibility within the project goals, RACI matrix and work break down structure chart.

Agenda items & Topics Discussed

Completion of :

- | | |
|---|---|
| • | Project gantt chart |
| • | RACI matrix |
| • | Work breakdown structure |
| • | Persons responsibility within project goals |

Documents Included

- | | |
|---|--|
| • | Gantt chart pdf. |
| • | Copy of RACI matrix.xlsx. |
| • | Work breakdown structure.xlsx. |
| • | Persons responsibility within project goals pdf. |

Next meeting Date: To be decided