

Minutes of Meeting (MOM) – Planning Phase 1

Planning Phase 1

Develop system vision document, work breakdown structure (WBS). Discuss system capabilities and project scope.

Template for MOM:

Meeting Date: 21/01/2025

Time: 8:00 PM

Location: Virtual meeting

Attendees: Khalid Albariqi - Mohammad alsuqair - Abdulaziz Alshatb –
Abdullah Faleh Al shammari - Abdulrahman Albulaihed - Abdulaziz Almohanna

Agenda:

1. Discussion on system vision and objectives.
2. Finalize the work breakdown structure (WBS) and assign tasks.
3. Review system capabilities and project scope.

Minutes:

1. Discussed system vision and goals for the project.
2. Finalized the work breakdown structure (WBS) for the project tasks.
3. Reviewed the project scope and ensured alignment with objectives.

Action Items:

1. Complete cost-benefit analysis and submit the final WBS.
2. Start drafting the system vision document.
3. Set up a follow-up meeting to finalize planning phase details.