

Minutes of Meeting (MOM) – Planning Phase 2

Planning Phase 2

Cost-benefit analysis and finalize Deliverable 1 (Vision Document, WBS, and cost-benefit analysis).

Template for MOM:

Meeting Date: 03/02/2025 - 04/02/2025

Time: 9:00 PM

Location: College dorm

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

Agenda:

1. Review of cost-benefit analysis.
2. Finalize the vision document and WBS.
3. Finalize and submit Deliverable 1.

Minutes:

1. Reviewed the cost-benefit analysis and confirmed all necessary details.
2. Finalized the vision document and WBS with team feedback.
3. Completed Deliverable 1 and ready for submission.

Action Items:

1. Submit Deliverable 1 for supervisor review.
2. Prepare for the next phase, focusing on the analysis of functional requirements.
3. Schedule a follow-up meeting to discuss the analysis phase.