### Early Project Documentation

* **Request for quote (RFQ):**

A document with a fairly mature specification that an organization sends out to determine how much a solution would cost.

* **Request for proposal (RFP):**

For less mature ideas for which an organization wants to see potential solutions and get an idea about its costs.

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### Meeting Notes

Date:

Agenda:

* Discussion on data types

Meeting Notes:

Decision Made:

Action Items:

### 

### Discovery Questions

| **Questions/ Thoughts** | **Answers** |
| --- | --- |
| Could you please provide examples of……..? This will help us visualize the scope and use real/realistic data for design. | I don’t have an example to share. However the link below shares many characteristics of the required feature... |
| Are we charging the users for consuming the service? | No, however this can be implemented in future. |
| I recommend we put the….. |  |