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| **MEETING MINUTES** | | | |
| **Project Name** | GearShare | | |
| **Meeting Name** | Finalize project constraints, requirements and budget discussions | | |
| **Meeting Facilitator** | Linton Dsouza | | |
| **Meeting Details** | Date: Friday, 11th October, 2024.  Time: 5:00pm – 6:00pm | | |
| **Meeting Invitees** | Maheen Siddique, Linton Dsouza, Cirus Chakma | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Discussion about Project Constraints and  Objectives | | Discussed setting constraints like legal, security, budget, and time, and used a collaborative project management approach, with milestones and specific roles. | |
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| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Finalize Project Charter | | Cirus Chakma | 13th October, 2024 |
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