

MEETING MINUTES	
Project Name	Warehouse Inventory Management
Meeting Name	Project Definition
Meeting Facilitator	Oluchukwu Ogana
Meeting Details	We chose our project topic and decided on further research on this topic
Meeting Invitees	Jaydon Forrester, Ebelechukwu Azu-Okonkwo
Minutes:	
Topic	Summary of Discussion/Decision
Project Definition	<p>Prior to this meeting, we spoke about each person bringing up two ideas each for the project and making a decision from these ideas. We started off the meeting by each listing out our ideas.</p> <p>Oluchukwu's Idea: Library/Store Inventory Management System</p> <p>Jaydon's Idea: Casino/Game Management System and Warehouse Inventory Management System</p> <p>Ebele's Idea: Schedule Management System and Planner</p> <p>Based on these ideas, we decided to go with a Warehouse Inventory Management System as it had a little bit of everyone's idea in it. We decided to, in the course of the week, do our indepth research and discoveries of the business both at a functionality and business level and come up with a solid Business Case.</p>

	This meeting was held on google meet on Monday 16th September 2025 from the period of 10:00 am to 10:30 am	
Action Items: Produce Business Case Document		
Description of Action	Assigned to	Date Required
Research cost and benefit analysis	Oluchukwu Ogana	Thursday, September 19th 2024
Produce background and business need / opportunities	Jaydon Forrester	Thursday, September 19th 2024
Produce options	ebelechukwu Azu-Okonkwo	Thursday, September 19th 2024