| **MEETING MINUTES** | | |
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| **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** | 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.  Oluchukwu’s Idea: Library/Store Inventory Management System  Jaydon’s Idea: Casino/Game Management System and Warehouse Inventory Management System  Ebele’s Idea: Schedule Management System and Planner  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.  This meeting was held on google meet on Monday 16th September 2025 from the period of 10:00 am to 10:30 am | |
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| **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 |