## what to do in case of a change in requirements of the project

1. Record the changes of the requirements from the meeting
2. Hold a meeting with your team and discuss the changes that are being made to the project
3. Update your C&D documents accordingly
4. If the changes are enough to change the project scope update the scope document accordingly
5. If the changes require more man power/more funding, conduct a meeting with the stakeholders and explain the situation