**Minutes of teams Meeting: - Discovery meeting**

**Meeting Date and Time:**

* Date: dd/mm/yyyy
* Day: Friday
* Time: - 6:00 pm to 6:30 pm

**Present Attendee:**

* **Client:**
* **Team Member**

**Absent Attendee:**

* None

**Agenda:** MRP Discovery Meeting for Client Confirmation and Discussion

**Discussion:**

**Discussion About:**

* Client Information
* Deliverables and Requirements
* Scope and Results
* What should be included and how should it be presented
* Phase of Requirements
* Challenges
* And how the Additional Analysis will be carried out

**Conclusion:**

* Changes were made in response to the client's specifications.
* The meeting was effectively concluded with a few tips on how to improve it.

**Action Taken:**

|  |  |  |
| --- | --- | --- |
| Action | By | Deadline |
| Change the date in accordance with the strategy to make it easy to work. |  |  |
| Add one aim that is relevant. |  |  |
| Create a profile for each team member. |  |  |
| Include the client's deliverables and needs. |  |  |
| Resources requirements and datasets Added |  |  |

Minute Submitted By: xx

Minute Approved By: xx