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| **MEETING MINUTES** | | | |
| **Project Name** | Medi Locate | | |
| **Meeting Name** | Week 0 | | |
| **Meeting Facilitator** | Carolina | | |
| **Meeting Details** | Introductions, Goals, Project Scope, Strategy, Timeline, Roles and Responsibilities. | | |
| **Meeting Invitees** | Ansar Ahmed, Gursharan Singh | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Project Goals | | The team established the project topic and our target audience. | |
| Roles | | The roles and responsibilities were divided to our best capabilities. | |
| Doubts | | Technical doubts and hurdles were in the design idea which we decided to clear with our client. | |
| Client meets | | The team decided to arrange meeting with the client to clear the technical questions to give best kick start to the project. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Consultancy | | Ansar, Gursharan Singh & Carolina | 16-09-2024 |
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