| **MEETING MINUTES** | | | |
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| **Project Name** | MediLocate | | |
| **Meeting Name** | Week 3 | | |
| **Meeting Facilitator** | Carolina | | |
| **Meeting Details** | Project brainstorming, Documentation, Future evaluation, Business proposal | | |
| **Meeting Invitees** | Ansar Ahmed, Gursharan Singh | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Project Goals | | The team initialized the github and project documentation and finalized the business proposal. | |
| Roles | | The roles and responsibilities were divided to our best capabilities. | |
| Doubts | | We are confident about our project and ready to clear any doubts during the client meet. | |
| Client meets | | The team is going to meet the client/stakeholder for the business proposal. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Business proposal &  Consultancy | | Ansar, Gursharan Singh | 04-10-2024 |
| Documentation | | Ansar, Gursharan SIngh & Carolina | 05-10-2024 |