MEETING MINUTES			
Project Name	SK Trails		
Meeting Name	Project Charter overview		
Meeting Facilitator	Dmytro Stepaniuk		
Meeting Details	Date: September 24, 2024 (12:46-1:15pm) CL 408		
Meeting Invitees	<ul><li>Kamran Aqeel</li><li>Grant Zhao</li></ul>		
Minutes:			
Topic		Summary of Discussion/Decision	
[Description of the agenda item]		[Contains a summary of the meeting discussion and any decisions that were made. Action items resulting from this topic will be recorded in the Action Items area below.]	
Going over the Project charter document		<ul> <li>Examining the tasks that need to be completed for the project charter such as the project's goals, objectives, constraints, milestones, risks, and etc.</li> <li>Discussed the implementation of the SK Trails webpage.</li> </ul>	
Action Items:			
Description of Action		Assigned to	Date Required
[Description of the action to be taken following the meeting]		[Name of the person assigned to this action item]	[The date that this action should be completed]
Finish the Project charter contents		All members	October 13, 2024