

MEETING MINUTES		
Project Name	SK Trails	
Meeting Name	Business case overview	
Meeting Facilitator	Dmytro Stepaniuk	
Meeting Details	Date: September 12, 2024 (12:46-1:02pm) CL 408	
Meeting Invitees	<ul style="list-style-type: none"> Kamran Aqeel Grant Zhao 	
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.]	
<ul style="list-style-type: none"> To define the problem and come up with a suitable business case 	<ul style="list-style-type: none"> The sole purpose of this discussion was to talk about the contents of the business case and what to include in them. 	
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]
<ul style="list-style-type: none"> Finish the business case contents 	All members	October 6, 2024