Date: August 28, 2023

Time: 8:00 PM

Location: Teams

Attended by: Everyone

**Agenda Items:**

1. To discuss the assignment objectives.
2. To identify and evenly distribute the action items, responsibilities, and deadlines per person.
3. To identify a date for weekly meetings and updates if okay with everyone.
4. To create a word document file to collaborate with everyone real-time.

**Meeting Notes:**

* Use Heartland Equestrian Centre App Project Case Study
* Use Big Bang Case Study as a sample guide (provided in Moodle)
* Designate **Tamim** as team leader
* Everyone to contribute to making the Gantt chart
* **Finish the assignment by September 22, 2023 (Friday)**
* Note down all external references and use endnote to make APA format
* Divide tasks per person per week as seen in the table below
* Next meeting (as agreed upon): **September 5, 2023 (Friday) 8PM**

**Division of Tasks:**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Items | Responsible Person | Deadline | Status |
| Title page | Everyone |  |  |
| Executive Summary | Everyone |  |  |
| Table of Contents | Everyone |  |  |
| Introduction | Mari | September 5 | Done; Feedback given |
| Business Case Report for | ~~Everyone~~ |  |  |
| Project Background | ~~Tamim~~ Mari | September 5 | Done; ~~For review~~ Feedback given |
| Mission Statement and Project Objectives | ~~Tamim~~ Mari | September 5 | Done; ~~For review~~ Feedback given |
| SWOT Analysis | ~~Mari~~ **Bhavi** | September 11 | Done; Feedback given ~~(Need some changes)~~ |
| Problem/Opportunity Statement | **Bhavi** | September 11 | Done; Feedback given |
| Critical Assumptions and Constraints | **Bhavi** | September 11 | Done; Feedback given |
| Analysis of Options and Recommendations | **Bhavi** | September 11 | Done; Feedback given |
| Financial Analysis | **Bhavi** | September 22 | Done; Feedback given |
| Project Scope and WBS | Mari | September 22 | Done; Feedback given |
| Cost Model and Baseline | **Tamim**, ~~Bhavi~~ | September 22 | Done; Feedback given |
| Schedule, Gantt Chart, Network Diagram | **Tamim** | September 22 | Done; Feedback given |
| List of Risks | ~~Mari~~ **Tamim** | September 22 | Done; Feedback given |
| Highlight of Innovation | **Mari** | September 22 | ~~Revised based on lecturer’s email; Waiting for feedback from leader~~  Done; Feedback given |
| Conclusions and Lessons Learnt | **Bhavi** |  |  |
| References | Everyone |  |  |

Date: September 6, 2023

Time: 7:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Use this link: <https://copyleaks.com/ai-content-detector?utm_source=www.ainauten.com> to double check AI plagiarism percentage; goal: less than 50%; Revise introduction part
* Mari and Tamim to study Gantt chart
* Next meeting: **September 11 or 12** 8PM; Mari to create team meeting invite
* Everyone to provide comments to each other's work

Date: September 12, 2023

Time: 8:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Change in task responsibility; Tamim to do Cost Model and Baseline, Schedule, Gantt Chart, Network Diagram
* List of Risks to be done by Mari
* Highlight of Innovation by Mari; research on it
* Finish everything by September 22; Remaining days to revise and finalize
* Next meeting is on **September 22**, 2023

Date: September 20, 2023

Time: 8:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Changes on the responsibilities based on the table above
* Next Meeting: **September 22**, 2023

Date: September 26, 2023

Time: 8:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Deadline: September 28, 2023 (Friday)
* Double check highlight of innovation
* Mari to ask the lab tutor/lecturer about innovation (if this means highlight of innovation or innovation points from “Innovation marks may be awarded for evidence of additional deliverables, team participation such as meeting agenda and minutes, leadership approach etc”) or what innovative ways did we use to create this business case report?
* PDF files and excel files to be attached (20 files max in the Moodle box)

Date: September 28, 2023

Time: 10:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Deadline: September 29, 2023 (Friday)
* Set a meeting for September 29, 2023 at 8PM (finalization and submission)
* Discussed financial analysis
* Discussed payback period

Date: September 29, 2023

Time: 8:00 PM

Location: Teams

Attended by: Everyone

**Meeting Notes:**

* Bhavi to send financial analysis and conclusion via teams chat
* Bhavi to submit remaining tasks to Tamim by September 30, and Tamim to upload the report in moodle by October 1, 2023