

Team Name	MUDA (Waste) Hunters						
Meeting Date	30-May-09	Meeting Start Time	1:30 AM	Meeting End Time	3:30 AM	Total Meeting Duration	2:00
Meeting Objectives	Finalize the Workplan, Finalize the Project Charter Build the SIPOC Process Map						
Discussion Topics				Presenter		Alotted Time	
1	Review the workplan, make adjustments, and finalize it			Team Leader		0:25	
2	Review and finalize the Problem and Goal Statements, must be SMART			Frank		0:25	
3	Review and finalize the Project Charter			Team Leader		0:20	
4	Brainstorm: Who are the Suppliers and Customers?			Peter		0:10	
5	Work on the SIPOC Process Map			Team Leader		0:35	
6							
7							
8							
9							
10							
				Clear the Parking Lot		Meeting Leader	
						Total Meeting Duration	
						2:00	