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| **MEETING AGENDA** | | | |
| **Project Name** | BookZilla | | |
| **Meeting Name** | Ground work meeting | | |
| **Meeting Facilitator** | Taiwo Akinwale | | |
| **Meeting Details** | October 11, 2023  Start time: 12pm  End time: 12:30-1pm  Location: zoom | | |
| **Meeting Invitees** | Quing-Vergel Rosete  Taiwo Akinwale  Alvin Tolentino  Yogesh Sharma | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| Status update | | Alvin Tolentino | 5m |
| We are to share the information we currently have with Dr. Sharma. We are then to have a discussion as to the requirements still to be met | | Taiwo Akinwale  Alvin Tolentino  Quing-Vergel Rosete | 30m-1hr |