

MEETING MINUTES		
Project Name	Personalized Academic Planner [PAP]	
Meeting Name	Meeting 9: review of weekly documents and requirements for application.	
Meeting Facilitator	Tolani Oke-Steve, Bilal Alissa.	
Meeting Details	<b>Date:</b> Thursday November 23 <sup>rd</sup> , 2023. <b>Start:</b> 2:30pm <b>End:</b> 2:50pm. <b>Location:</b> ED 474.	
Meeting Invitees	Dr. Yogesh Sharma.	
Minutes:		
Topic	Summary of Discussion/Decision	
Mapping requirements to features.	Upon showing our project requirements document to our stakeholder, we received feedback on how our application should meet all of the requirements and constraints listed in the document.	
Action Items:		
Description of Action	Assigned to	Date Required
Formulation of meeting document	Tolani Oke-Steve	Friday November 24 <sup>th</sup> , 2023.
Front-end design	Tolani Oke-Steve	Friday November 24 <sup>th</sup> , 2023.
Front-End Design	Bilal Alissa	Friday November 24 <sup>th</sup> , 2023.