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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Problem Definition Document Planning | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Wednesday September 20th, 2023.  **Start**: 2:45pm  **End**: 3:30pm.  **Location**: ED Building 5th Floor | | |
| **Meeting Invitees** | N/A | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| This agenda includes a detailed discussion on the formulation of the business case document for our Personalized Academic Planner Project. The objective is to outline the justification for undertaking the project, including a detailed cost-benefit analysis, risk assessment, and exploration of alternative solution | | We engaged in a discussion to formulate the business case document for the Personalized Academic Planner Project. This involves outlining the project’s justification, conducting a detailed cost-benefit analysis, assessing potential risks. The goal is to provide a solid basis for decision-making throughout the project. The discussion will conclude with a decision on the final structure and content of the business case document and assigning responsibilities for its completion. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Formulation of the Project background, Business need and opportunity and Cost benefit analysis of section of Business case document. | | Tolani Oke-Steve | Thursday, September 28th, 2023 |
| Formulation of the Business need and opportunity, options and Cost benefit analysis of section of Business case document. | | Bilal Alissa | Thursday, September 28th, 2023 |