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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 2: Problem Definition Document Planning | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Sunday October 1st, 2023.  **Start**: 4:05pm  **End**: 4:35pm.  **Location**: Zoom | | |
| **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 assess completion of documents discussed in previous meeting and ensure document is prepared accordingly for meeting with stakeholder. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Assessing completion of assigned tasks and preparation of required documents for meeting with stakeholder. | | Tolani Oke-Steve | Tuesday, October 3rd, 2023 |
| Assessing completion of assigned tasks and preparation of required documents for meeting with stakeholder. | | Bilal Alissa | Tuesday, October 3rd, 2023 |