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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 3: Feasibility Study Document Discussion | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Tuesday October 3rd, 2023.  **Start**: 2:00pm  **End**: 3:00pm.  **Location**: ED 474 | | |
| **Meeting Invitees** | Dr. Yogesh Sharma | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| This agenda includes a detailed discussion with our stakeholder 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 was to have our stakeholder assess our prepared document from previous meetings and approve it to enable us to continue with our project. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Assessing completion of assigned tasks and preparation of required documents after meeting with stakeholder. | | Tolani Oke-Steve | Tuesday, October 3rd, 2023 |
| Assessing completion of assigned tasks and preparation of required documents after meeting with stakeholder. | | Bilal Alissa | Tuesday, October 3rd, 2023 |