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| **MEETING AGENDA** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Design constraints and requirements and Cost estimates planning. | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa. | | |
| **Meeting Details** | **Date**: Wednesday October 11th, 2023.  **Start**: 3:15pm  **End**: 3:45pm.  **Location**: Zoom. | | |
| **Meeting Invitees** | N/A | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| Discussion of required work for upcoming week. | | Bilal Alissa | 10min. |
| Discussion of what documents are needed and how work will be allocated among documents | | Tolani Oke-Steve | 10min |
| Discussion of Additional requirements to be included in document. | | Tolani Oke-Steve | 5min |
| Meeting Conclusion and Assignments for upcoming week. | | Bilal Alissa | 5min |