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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 4: Design 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 | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Design Requirements and Cost Estimates Planning | | We engaged in a discussion on the how the tasks will be divided for the formulation of the necessary documents needed, outlining the various functional and technical requirements alongside the constraints associated with the project while giving a detailed cost estimates to determine the budget needed for project. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Formulation of Project requirements document | | Tolani Oke-Steve | Saturday October14th, 2023. |
| Formulation of Project Charter | | Tolani Oke-Steve | Saturday October14th, 2023. |
| Implementing Mock-up design | | Tolani Oke-Steve | Saturday October14th, 2023. |
| Formulation of Cost-Estimates to determine project budget. | | Bilal Alissa | Saturday October14th, 2023. |
| Formulation of Milestone-Based Schedule | | Bilal Alissa | Saturday October14th, 2023. |
| implementing changes/Adjustments to Figma Document | | Bilal Alissa | Saturday October14th, 2023. |