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| **MEETING AGENDA** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 5: Project requirements, charter and cost estimates document review. | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa. | | |
| **Meeting Details** | **Date**: Saturday October 14th, 2023.  **Start**: 3:30pm  **End**: 4:00pm.  **Location**: Zoom. | | |
| **Meeting Invitees** | N/A | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| Presentation of work done on Project requirements and Charter document to teammate and getting suggestions from teammate. | | Tolani Oke-Steve | 15min |
| Presentation of work done on Cost estimates and Milestone based schedule to teammate and getting suggestions from teammate. | | Bilal Alissa | 15min |