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| **MEETING MINUTES** | | | |
| **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 | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Design Requirements and Cost Estimates Document review | | We engaged in a discussion on how we completed each assigned document needed for submission, and we outlined areas for improvement and identified sections of the formulated documents that required changes. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Review of Cost-Estimates and Milestone based Schedule. | | Tolani Oke-Steve | Saturday October 14th, 2023. |
| Implementing Mock-up design | | Tolani Oke-Steve | Tuesday October 24th, 2023. |
| Review of Project requirements document and project Charter. | | Bilal Alissa | Saturday October 14th, 2023. |
| implementing changes/Adjustments to Figma Document | | Bilal Alissa | Tuesday October 24th, 2023. |