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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 6: Discussion on Updated files and lo-fi prototype. | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa. | | |
| **Meeting Details** | **Date**: Tuesday October 24th, 2023.  **Start**: 12:00pm  **End**: 12:30pm.  **Location**: ED 474. | | |
| **Meeting Invitees** | Dr, Yogesh Sharma. | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Document Review | | We engaged our stakeholder in a discussion on how we completed each assigned document needed for submission, and he outlined areas for improvement and identified sections of the formulated documents that required changes. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Formulation of weekly Documents. | | Tolani Oke-Steve | Wednesday November 1st, 2023. |
| Formulation of Github Kanban | | Tolani Oke-Steve | Wednesday November 1st, 2023. |
| Front-End Design | | Tolani Oke-Steve | TBD. |
| Formulation of weekly Documents. | | Bilal Alissa | Wednesday November 1st, 2023. |
| Front-End Design | | Bilal Alissa | TBD |
| Implementing Story Board | | Bilal Alissa | Wednesday November 1st, 2023. |