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| **MEETING AGENDA** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Problem Definition Document Planning | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Wednesday September 20th, 2023.  **Start**: 2:45pm  **End**: 3:30pm.  **Location**: ED Building 5th Floor | | |
| **Meeting Invitees** | N/A. | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| Discussion on Final Project Name | | Tolani Oke-Steve, Bilal Alissa | 10min |
| Discussion on Advantages of Personalized  Academic Planner of Business need | | Tolani Oke-Steve, Bilal Alissa | 30min |
| Decision on the area where each team member would work on the Business case. | | Bilal Alissa, Tolani Oke-Steve | 5min |