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| **MEETING AGENDA** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 2: Problem Definition Document Planning | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Sunday October 1st, 2023.  **Start**: 4:05pm  **End**: 4:35pm.  **Location**: Zoom | | |
| **Meeting Invitees** | N/A. | | |
| **Agenda:** | | | |
| **Topic** | | **Presented by** | **Time Allotted** |
| Discussion on formulated project background business need and opportunity and cost benefit analysis section of business case. Clarifying any misunderstandings and highlighting any further improvements. | | Tolani Oke-Steve, | 15min |
| Discussion on formulated business need and opportunity, options and cost-benefit analysis section of business case. Clarifying any misunderstandings and highlighting any further improvements. | | Bilal Alissa | 15min |