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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 3: Feasibility Study Document Discussion | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa | | |
| **Meeting Details** | **Date**: Tuesday October 3rd, 2023.  **Start**: 2:00pm  **End**: 3:00pm.  **Location**: ED 474 | | |
| **Meeting Invitees** | Dr. Yogesh Sharma | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Feasibility Study and Business need planning. | | We engaged in a discussion on the formulation of our business case document for the Personalized Academic Planner Project. This involved outlining the project’s justification, conducting a detailed cost-benefit analysis, assessing potential risks. The goal was to have our stakeholder assess our prepared document from previous meetings and approve our work to enable us to continue with our project. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Assessing completion of assigned tasks and preparation of required documents for submission after meeting with stakeholder. | | Tolani Oke-Steve | Tuesday, October 3rd, 2023 |
| Assessing completion of assigned tasks and preparation of required documents for submission after meeting with stakeholder. | | Bilal Alissa | Tuesday, October 3rd, 2023 |