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| **MEETING MINUTES** | | | |
| **Project Name** | Personalized Academic Planner [PAP] | | |
| **Meeting Name** | Meeting 9: review of weekly documents and requirements for application. | | |
| **Meeting Facilitator** | Tolani Oke-Steve, Bilal Alissa. | | |
| **Meeting Details** | **Date**: Thursday November 23rd, 2023.  **Start**: 2:30pm  **End**: 2:50pm.  **Location**: ED 474. | | |
| **Meeting Invitees** | Dr. Yogesh Sharma. | | |
| **Minutes:** | | | |
| **Topic** | | **Summary of Discussion/Decision** | |
| Mapping requirements to features. | | Upon showing our project requirements document to our stakeholder, we received feedback on how our application should meet all of the requirements and constraints listed in the document. | |
| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Formulation of meeting document | | Tolani Oke-Steve | Friday November 24th, 2023. |
| Front-end design | | Tolani Oke-Steve | Friday November 24th, 2023. |
| Front-End Design | | Bilal Alissa | Friday November 24th, 2023. |