

# MEETING AGENDA FOR STUDENT TASK MANAGEMENT SYSTEM

**Date:** 8/01/2026

**Time:** 12AM

**Facilitator:** HASSAM RAMZAN

HASSAM RAMZAN PROJECT MANAGER | MAGYAM ASHRAF, OPRATIONS AND EXECTIVE LEADER| TUBA ASIF, COMMUNICATION OFFICER | AMMAR RESOURCE DOCUMENTATION HEAD| LAIBA SHOKAT QUALITY AND REWIEW ANALYST | FURQAN , ASSISTANT OF PROJECT MANAGER |

Time	TOPIC OF AGENDA	Owner
5 MINUTES	WELCOME AND INTRODUCTION	TUBA ASIF
5 MINUTES	PROJECT OVERVIEW	HASSAM RAMZAN
15 MINUTES	REQUIREMENT DISCUSSION	HAFIZ FURQAN
15 MINUTES	TASK BREAKDOWN RESPONSIBILITY	MARYAM ASHRAF
10 MINUTES	TOOL AND TECHNOLOGY SELECTION	LAIBA SHOKAT
5 MINUTES	RISK AND CHALLENGE	AMMAR
5 MINUTES	QUESTIONS AND OPEN DISCUSSION	TUBA ASIF
10 MINUTES	<b>NEW BUSINESS</b> MEW PROGRESS REPORT	AMMAR AND LAIBA SHOKAT
15 MINUTES	<b>ANNOUNCEMENT</b> NEW BUSINESS	TUBA ASIF AND FURQAN