# Minutes for CSC2058

# Group 1 Date of this minute 1/11/2024 Location (Room No. and/or Teams):Room

The following team members were present (in the same meeting room or on Teams) when these minutes were discussed:

|  |  |  |
| --- | --- | --- |
| Name (printed/typed) | In room (R); On teams (T). | Signature (agreed bitmap or initials) |
| Ahmed Wisam | R | A.W |
| Abdelmoniem Elserafy | R | A.E |

Task Reporting (Briefly list what each team member did in the last week/since the last meeting if < 1 week.\*)

Name (1): Ahmed Wisam

* Prepare task and Objectives

Name (2): Abdelmoniem Elserafy

* Prepare task and Objectives

\*Printouts giving an overview of interim deliverables may be added as a supplement to these minutes.

Actions Planned (Briefly list what each team member will do this week/until the next meeting if < 1week.)

Name (1): Ahmed Wisam

* Listing out all potential tasks and Objectives
* Proof read the tasks

Name (2): Abdelmoniem Elserafy

* Listing out all potential tasks and Objectives
* Proof read the tasks

Obstacles (List briefly anything that may be blocking your progress and the possible solutions you need to investigate. Indicate ‘O.K.’ if there are no obstacles you are aware of.)

Name (1): Ahmed Wisam

* O.K

Name (2): Abdelmoniem Elserafy

* O.K

**Date of next minutes meeting: 1/11/2024**

**Location of next minutes meeting: (Room No. and/or Teams): Room**