

MINUTES OF MEETING

<i>SUBJECT</i>	<i>SPI Model</i>
<i>DATE</i>	Wednesday, October 16, 2019
<i>TIME</i>	9:15 am
<i>PLACE</i>	Administration Building, Computer and Systems Engineering Dep.
<i>ATTENDEES</i>	Dr. Mohamed Abougabal Mahmoud Hassan Abdelrahman Hesham Rania Khaled Ahmed Ismail Ahmad Mahmoud

<i>MINUTES</i>	
1	Demonstration of SPI Flow Chart
2	In depth Analysis of SPI phases
3	Discussion of focus points of Planning Phase in Product Development Process and Quality Assurance Process
4	Discussion of importance of Version Control and Change Management Plan
5	Importance of bug tracking during Execution Phase

<i>ACTION ITEMS</i>	
1	Plan project schedule
2	Investigate in recent related work
3	Prepare draft of Motivation of Project for next meeting (October 23)
4	Prepare draft of Scope of Work for next meeting (October 23)

<i>NEXT MEETING</i>	
<i>DATE</i>	Tuesday, October 23, 2019
<i>TIME</i>	2:00 pm
<i>PLACE</i>	Administration Building, Computer and Systems Engineering Dep.