

MINUTES OF MEETING

<i>SUBJECT</i>	<i>SPI Model</i>
<i>DATE</i>	Tuesday, October 23, 2019
<i>TIME</i>	2:00 pm
<i>PLACE</i>	Administration Building, Computer and Systems Engineering Dep.
<i>ATTENDEES</i>	Dr. Mohamed Abougabal Dr. Ahmed Kosba Mahmoud Hassan Abdelrahman Hesham Rania Khaled Ahmed Ismail Ahmad Mahmoud

MINUTES

1	Enhancement of draft writing as proper practice
2	Discussion of missing features in related work to be added
3	Consideration of 2-way functionality of anti-virus feature
4	Discussion of integrity in security
5	Explanation of simple SPI Model ERD diagram

ACTION ITEMS

1	Introduce simple Gantt Chart for activities
2	Determine work products and deliverables for each activity
3	Provide presentation of block diagrams of sub-processes, activities, scenarios and SRS for next meeting (October 29)
4	Document the flow of meetings and discussions for peer review

NEXT MEETING

<i>DATE</i>	Tuesday, October 29, 2019
<i>TIME</i>	2:00 pm
<i>PLACE</i>	Administration Building, Computer and Systems Engineering Dep.