

Meeting Agenda	
Goal: Date and Time: Avenue :	Assigning tasks to team members 10/21/2021 6PM Zoom
Chair:	Ali Althawab
Client:	Mr.Faisal Alhwaikem
Attendance:	1. Saleh Altasan 2. Abdulrahman saad Altami 3. Ali Ayeel Alsammani 4. Mohammed Almarzooq 5. Turkey Alhazimi
Absent with Apologies:	None

Agenda Items		
Area	Goal	Time
Last meeting	Meeting with the client	-
Requirements	Analysis of requiriement	15min
Task Management	Identify important tasks and divide workload	20min
Technical Q&A	- Understand user files and parsing them	10min
SRS Critique	...	-