

| Meeting Agenda | |
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| Goal: Date and Time: Avenue : | Assigning tasks to team members and Checking progress on SRS documentation 11/7/2021 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 | Assigning tasks to team members | - |
| 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 | ... | - |