

Meeting Agenda

Date: TUE | 26-9-2023 at 5:30PM

Place: In Telegram call

Time duration: 1h maximum

Attendees: All group members

Agenda

- INTRODUCTION (5min)
 - a. Rafeef will take attendance and tell if some members have apologised in advance for their absence.
 - b. Rafeef will read the minutes from last meeting.
- NEW BUSINESS (40min)
 - a. Discuss the idea of the system.
 - b. Analyse the requirements.
 - c. Tasks allocation.
- PROGRAM PLAN (3min)
 - a. Everyone will review the syllabus.
 - b. Overview the program's timeline.
- CONCLUSION (3min)
 - a. Determine when next meeting will be held.

BY ALIAA

