

Meeting Agenda

Date: THU | 12-10-2023 at 4:00PM

Place: In Telegram call

Time duration: 1:30h 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 (70min)
 - a. Choose the Application's name.
 - b. Review and Address Feedback.
 - c. Section-by-Section Assessment of the document.
 - d. Task Assignment and Deadlines.
- PROGRAM PLAN (3min)
 - a. Everyone will review the syllabus.
 - b. Overview the program's timeline.
 - c. Schedule a possible meeting with the professor for the final review.
- CONCLUSION (2min)
 - a. Determine when next meeting will be held.

BY ALIAA AND RAFAEF

