

Meeting Agenda

Date: SUN | 30-10-2023 at 5:00PM

Place: In Whatsapp

Time duration: 1h maximum

Attendees: All group members

Agenda

- INTRODUCTION (1min)
 - a. Rafeef will take attendance and tell if some members have apologised in advance for their absence.
- NEW BUSINESS (35min)
 - a. Discuss SDD document.
 - b. Tasks assignment between the members.
 - c. Determine an initial deadline.
- PROGRAM PLAN (2min)
 - a. Everyone will review the syllabus.
 - b. Overview the program's timeline.
- CONCLUSION (2min)
 - a. Determine when next meeting will be held.

BY ALIAA AND SUMAYH

