BPE Project Meeting

12 February 2023 / 5-6pm / GOOGLE CLASSROOM

Attendees

Mahrukh Muzzamil,Ayesha Haroon, Muneha Adan

Agenda

1. Define scope and objectives
2. Define phases of the project
3. Allot tasks to all group members

Discussions and Decisions

1. **Review of project outline:**
- We defined ,observed and analyzed the scope and objectives of the project tasks.
2. **Project update:**
- The team discussed and agreed on a timeline for the project.
3. **Next steps:**
- The team discussed and agreed on the next steps for the project.

Action Items

- Ayesha: create channel on slack,repository on github,Notion - due by February 13, 2023.
- Muneha: write summary- due by February 13, 2023.
- Mahrukh:Make meeting notes- due by February 13, 2023.

Date and Signature: February 13, 2023 -notes taken by : Mahrukh Muzzamil