

Meeting Agendas

Prepared by:

Bedor Alharbi - 432205469

Muzna Abdelgadir - 441211827

Maha Alrashidi - 441203676

Balqees Almohesn - 441203100

Aroob Altuwajiri - 441203113

Lena Alswed - 432205329

Presented to:

Dr. Rafaa Aljarbua

MEETING AGENDA I

Date	12 th of September, 2025
Time	11:30 – 11:40
Location	WhatsApp
Time Allocated	10 mins

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Getting to know the team and nominating a leader.

Agenda Items

#	Topic	Description	Time
1	Member Introductions	Members introduced themselves and got to know each other.	5 mins
2	Leader Nomination	Members discussed and nominated a leader.	5 mins

Meeting Notes:

- Each member shared a brief introduction about themselves.
- Bedor Alharbi was nominated as leader.
- Next meeting will focus on sharing and discussing ideas.

Written by: Bedor Alharbi

MEETING AGENDA II

Date	26 th of September, 2025
Time	16:45 – 17:15
Location	Discord server
Time Allocated	30 mins

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Discuss project ideas and select the final idea to develop.

Agenda Items

#	Topic	Description	Time
1	Idea Discussion	Members suggested potential ideas to develop: Maha: MealBridge unites individuals, restaurants and cafes with charities and volunteers to donate leftover food and reduce waste. Balqees: Reservation management application designed to simplify booking processes for users.	20 mins
2	Idea Selection	After Discussion the team agreed to work with Maha's idea: MealBridge	10 mins

Meeting Notes:

- The team discussed the feasibility, creativity and alignment of both ideas with the project requirements.
- After evaluation, the team voted for Maha's idea.
- The next meeting will focus on assigning roles and discussing the project structure.

Written by: Muzna Abdelgadir

MEETING AGENDA III

Date	27 th of October, 2025
Time	18:00 – 18:40
Location	Discord server
Time Allocated	40 mins

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almohesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Discuss the SRS document structure and distribute sections among team members.

Agenda Items

#	Topic	Description	Time
1	SRS Discussion	The team discussed the required SRS structure and clarified the project requirements.	20 mins
2	Task Distribution	The work was divided as follows: Muzna: Introduction + Functional Requirements Aroob & Maha: Non-functional Requirements Balqees & Lena: Functional Requirements Bedor: External Interface Requirements	20 min

Meeting Notes:

- The team reviewed the SRS template and discussed each section's purpose.
- Workload was assigned equally based on team members' roles.
- The next meeting will focus on reviewing the written sections and ensuring consistency.

Written by: Balqees Almohsen

MEETING AGENDA IV

Date	4 th of November, 2025
Time	18:00 – 19:00
Location	Discord server
Time Allocated	1 hour

Attendees

Present	Absence
Bedor Alharbi	Lena Alswed
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almohesn	-
Aroob Altuwajiri	-

Meeting Goal

Finalizing SRS Document.

Agenda Items

#	Topic	Description	Time
1	Project Status	Each team member presented their individual contributions, followed by a collaborative discussion to review and integrate the work.	15 mins
2	SRS Discussion	The team finalized the discussion on the Software Requirements Specification (SRS).	25 mins
3	Task Distribution	The work was divided as the following: Aroob: Product perspective & Product features Balqees: User roles and characteristics & Operating environment Maha: Design and implementation constraints & Assumptions and dependencies Muzna and Bedor: Requirements elicitation, Requirements analysis and Requirements validation Lena: UML use case diagrams	20 min

Meeting Notes:

- The team reviewed each member's work and discussed the finalized SRS document structure.
- Each section was assigned to the members responsible based on their role and progress.
- The next meeting will focus on reviewing the written sections, ensuring consistency in format and terminology, in addition to working on SDD.

Written by: Aroob Altuwajiri

MEETING AGENDA V

Date	15 th of November, 2025
Time	18:00 – 18:45
Location	Discord server
Time Allocated	45 mins

Attendees

Present	Absence
Bedor Alharbi	Lena Alswed
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-

Meeting Goal

Discuss the SDD document structure and distribute sections among team members.

Agenda Items

#	Topic	Description	Time
1	SDD Discussion	The team discussed the required SDD structure and clarified the project requirements.	25 mins
2	Task Distribution	The SDD work distribution was as follows: Lena: Introduction & System overview. Muzna: Architecture description & Activity diagrams. Maha: Decomposition description & State diagrams. Balqees: Design rationale & Class diagrams. Aroob: Data Design. Bedor: Human Interface Design & Sequence diagrams.	20 min

Meeting Notes:

- The team reviewed the SDD template and discussed the purpose of each design section.
- Workload was assigned to team members following a discussion and mutual agreement on the distribution of SDD sections.
- The next meeting will focus on finalizing the SDD document after all required revisions and adjustments are complete, and discussion on the project presentation.

Written by: Maha Alrashidi

MEETING AGENDA VI

Date	25 th of November, 2025
Time	16:30 – 17:00
Location	Discord server
Time Allocated	20 min

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Review the entire project progress and agree on final deadlines for the next meeting, the presentation, and the final project file.

Agenda Items

#	Topic	Description	Time
1	Full Work Review	The team reviewed all completed sections of the project and ensured overall consistency.	15 mins
2	Presentation Planning	The team discussed when and how the project presentation will be prepared.	10 mins
3	Final File Deadline	A final deadline was set for completing and submitting the final project file.	5 mins

Meeting Notes:

- The team reviewed the entire project and confirmed overall progress.
- The next meeting will focus on preparing and practicing the final presentation, as well as reviewing the final project file.
- Team members will bring any remaining questions or unclear parts to be resolved in the next meeting, and each team member will review another member's work.

Written by: Lena Alswed

MEETING AGENDA VII

Date	28 th of November, 2025
Time	18:00– 18:25
Location	Discord server
Time Allocated	25 mins

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Review the presentation and final project file as well as practicing the project's presentation in preparation for the final submission.

Agenda Items

#	Topic	Description	Time
1	Presentation Review	The team reviewed the entire presentation to ensure clarity, flow, and consistency.	10 min
2	Final Project File Check	The team went through the final project file and confirmed that all required sections are complete and aligned.	10 mins
3	Presentation Practice	The team practiced presenting the slides and discussed improvements for the final delivery.	5 mins

Meeting Notes:

- The team reviewed the full presentation and made necessary adjustments to improve quality and organization.
- All sections of the final project file were checked and approved.
- The team practiced delivering the presentation and agreed on the speaking order and key points for each member.
- Final corrections will be completed before the next meeting, where the final run-through of the presentation will take place.

Written by: Lena Alswed

MEETING AGENDA VIII

Date	30 th of November, 2025
Time	16:00– 16:40
Location	Discord server
Time Allocated	40 mins

Attendees

Present	Absence
Bedor Alharbi	-
Muzna Abdelgadir	-
Maha Alrashidi	-
Balqees Almoheesn	-
Aroob Altuwajiri	-
Lena Alswed	-

Meeting Goal

Practice presenting the project for the last time and ensure readiness for the discussion.

Agenda Items

#	Topic	Description	Time
1	Final Presentation Run-through	Each member practiced their part of the presentation, ensuring timing, clarity, and smooth transitions.	20 min
2	Final Adjustments & Q&A Preparation	The team made final modifications, reviewed potential discussion questions, and aligned on key talking points for the project defense.	20 mins

Meeting Notes:

- The team completed a full practice of the project presentation.
- Final improvements were made to slide transitions, speaking order, and delivery.
- Members discussed potential questions that could be asked during the project discussion and agreed on clear, consistent answers.
- Everyone confirmed they are ready for the final project discussion.

Written by: Bedor Alharbi