

## Minutes of Meetings

<b>Project</b>	CourseGenie+
<b>Mentor</b>	Dr. Ali Assi
<b>Co-mentor</b>	Mr. Qusai Hassan
<b>Students</b>	Jeeda Kotob, Ryma Ait Tayeb, & Ibraheem Mustafa
<b>Meetings Location</b>	D002 (Dr. Ali Assi's Office)

*Mentor Signature:* \_\_\_\_\_

Meeting Title	Stakeholders Meeting	Date	Thursday, September 11, 2025
Attendees	Mentors, Full Team + Ms. Dezzil Castelino	Absents	-
Meeting Agenda		Discussions	
<ul style="list-style-type: none"> <li>- Team introduction to Ms. Dezzil</li> <li>- Project Requirement Discussion</li> </ul>		<ul style="list-style-type: none"> <li>- Team reviewed and documented high-level functional and non-functional requirements provided by mentors and Ms. Dezzil as key stakeholders.</li> <li>- Meeting focused on clarifying project requirements, discussing system workflow expectations, and agreeing on an Agile, sprint-based development approach.</li> <li>- Agreed on excluding the student dashboard out of the project scope and focusing on admin and professor workflows</li> </ul>	
Actions			
Task		Due Date	
Download and run CourseGenie base code		Monday, September 22, 2025	

Meeting Title	Project Development Plan	Date	Monday, September 22, 2025		
Attendees	Mentors & Full Team	Absents	-		
Meeting Agenda		Discussions			
<ul style="list-style-type: none"> <li>- Revise code base and implementation details.</li> <li>- Discuss project development plan</li> </ul>		<ul style="list-style-type: none"> <li>- Reviewed the existing codebase structure and identified required updates to align with the planned system architecture.</li> <li>- Identified development technologies and tools, confirmed an Agile sprint-based methodology, and outlined planned development phases.</li> </ul>			
Actions					
Task	Due Date				
Literature Review	Monday, October 6, 2025				
Deliverable 1	Monday, October 6, 2025				

Meeting Title	Deliverable 1 Initial Review	Date	Wednesday, October 1, 2025		
Attendees	Mentors & Full Team	Absents	-		
Meeting Agenda		Discussions			
<ul style="list-style-type: none"> <li>- Revise deliverable 1 documentation</li> <li>- Discuss requirements for deliverable 1 presentation</li> </ul>		<ul style="list-style-type: none"> <li>- Discussed relevant learning management systems, including Moodle, to be included as reference case studies in the literature review.</li> <li>- Reviewed completed tasks, assessed overall progress of deliverable 1, and identified remaining documentation improvements.</li> </ul>			
Actions					
Task	Due Date				
Finalize deliverable 1 report	Monday, October 6, 2025				
Prepare deliverable 1 presentation	Monday, October 6, 2025				
Represent requirements as user stories	Monday, October 13, 2025				

Meeting Title	Deliverable 1 Presentation	Date	Monday, October 13, 2025
Attendees	Mentors & Full Team	Absents	-
Meeting Agenda		Discussions	
<ul style="list-style-type: none"> <li>- Deliverable 1 presentation</li> <li>- Deliverable 2 progress check</li> </ul>		<ul style="list-style-type: none"> <li>- Team presented deliverable 1 and got feedback</li> <li>- Team discussed website flow and interaction design to properly structure acceptance criteria using the Given–When–Then format aligned with defined user stories.</li> </ul>	
Actions			
Task		Due Date	
Acceptance criteria for user stories		Sunday, November 9, 2025	

Meeting Title	Database Design	Date	Monday, November 3, 2025
Attendees	Mentors & Full Team	Absents	-
Meeting Agenda		Discussions	
<ul style="list-style-type: none"> <li>- Database design discussion</li> <li>- Deliverable 2 progress check</li> </ul>		<ul style="list-style-type: none"> <li>- Team presented the proposed database design, including key entities, relationships, and constraints.</li> <li>- Mentors provided recommendations and feedback for database and deliverable 2 progress</li> </ul>	
Actions			
Task		Due Date	
Complete deliverable 2		Sunday, November 9, 2025	
Update database design and start implementation		Wednesday, November 19, 2025	

Meeting Title	Deliverable 3 Discussion	Date	Wednesday, November 19, 2025
Attendees	Mentors & Full Team	Absents	-
Meeting Agenda		Discussions	
<ul style="list-style-type: none"> <li>- Sequence diagrams review</li> <li>- Discuss role-based access</li> <li>- Showcase implemented database</li> </ul>		<ul style="list-style-type: none"> <li>- Team got approval of implemented database</li> <li>- Team presented sequence diagrams along with a full system use case diagram and received feedback.</li> <li>- Team discussed implementation of role-based access control and agreed on a role-switching approach to support users with multiple roles through separate dashboards.</li> </ul>	
Actions			
Task		Due Date	
Deliverable 3 diagrams and documentation		Thursday, December 4, 2025	
Role-based access for professors and admins		Thursday, December 4, 2025	
Multi-role user handling		Thursday, December 4, 2025	

Meeting Title	Deliverable 2 Presentation	Date	Thursday, December 4, 2025
Attendees	Mentors & Full Team	Absents	-
Meeting Agenda		Discussions	
<ul style="list-style-type: none"> <li>- Present demo of completed work</li> <li>- Discuss deliverable 3 presentation</li> <li>- Present deliverable 2</li> </ul>		<ul style="list-style-type: none"> <li>- Team showed demo of completed features on website and got feedback</li> <li>- Team presented deliverable 2</li> <li>- Mentors shared expectations for the Deliverable 3 presentation and provided recommendations related to UI/UX, security considerations, and overall system quality.</li> </ul>	
Actions			
Task	Due Date		
Deliverable 3 completed presentation	Tuesday, December 9, 2025		
Implement given feedback on demo	Tuesday, December 9, 2025		