Minutes of Meetings

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

Mentor Signature: _____ Dr. Ali ASSI

Meeting Title	Stakeholders Meeting	Date	Thursday, September 11, 2025
Attendees	Mentors, Full Team + Ms. Dezzil Castelino	Absents	-

Meeting Agenda	Discussions
- Team introduction to Ms. Dezzil - Project Requirement Discussion	- Team reviewed and documented high-level functional and non-functional requirements provided by mentors and Ms. Dezzil as key stakeholders. - Meeting focused on clarifying project requirements, discussing system workflow expectations, and agreeing on an Agile, sprint-based development approach. - Agreed on excluding the student dashboard out of the project scope and focusing on admin and professor workflows

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
- Revise code base and implementation details. - Discuss project development plan	- Reviewed the existing codebase structure and identified required updates to align with the planned system architecture. - Identified development technologies and tools, confirmed an Agile sprint-based methodology, and outlined planned development phases.

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
- Revise deliverable 1 documentation - Discuss requirements for deliverable 1 presentation	- Discussed relevant learning management systems, including Moodle, to be included as reference case studies in the literature review. - Reviewed completed tasks, assessed overall progress of deliverable 1, and identified remaining documentation improvements.

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	
- Deliverable 1 presentation - Deliverable 2 progress check		- Team presented deliverable 1 and got feedback - Team discussed website flow and interaction design to properly structure acceptance criteria using the Given–When–Then format aligned with defined user stories.	
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	
- Database design discussion - Deliverable 2 progress check		- Team presented the proposed database design, including key entities, relationships, and constraints. - Mentors provided recommendations and feedback for database and deliverable 2 progress	
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
- Sequence diagrams review - Discuss role-based access - Showcase implemented database	- Team got approval of implemented database - Team presented sequence diagrams along with a full system use case diagram and received feedback. - Team discussed implementation of role-based access control and agreed on a role-switching approach to support users with multiple roles through separate dashboards.

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
- Present demo of completed work - Discuss deliverable 3 presentation - Present deliverable 2	- Team showed demo of completed features on website and got feedback - Team presented deliverable 2 - Mentors shared expectations for the Deliverable 3 presentation and provided recommendations related to UI/UX, security considerations, and overall system quality.

Actions	
Task	Due Date
Deliverable 3 completed presentation	Tuesday, December 9, 2025
Implement given feedback on demo	Tuesday, December 9, 2025