**Private\_Meeting\_ #1**

**Prerequisite:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Title** | **notes** |
| **1** | **Watch the recorded lecture on Project charter** | --- |
| **2** | **Prepare your ideas on workload division** | --- |

**Meeting Time:** 20 September, Monday at 7:00PM

**Meeting's Agenda:**

* **Select a leader for the report responsible of:**
  + **Divide the workload**
  + **finalizing the report & choosing the format**
  + **make sure the paragraphs are connected**
  + **make sure we meet the checklist**
* **Discuss the project charter and the recorded lecture**
* **Discuss the workload division**
* **Discuss some points that we must include in wants, needs, etc.**
* **Agree on the format & font size and**
* **Clone the project repository**
* **Additional Questions**

**Meeting Outcomes:**

* **Selected Suliman as leader for the reports**
* **Divided the workload and set the deadlines**
* **Discussed the repository structure**

**Meeting attachments:**

**Listings [deadline: 6:30PM submission meeting 8:30 pm Sunday]:**

* Musts (min 3)
* Wants (min 3)
* Assumptions (min 3)
* Constraints (min 3)
* Objectives (min 3)
* Milestones (full)
* Specifications (min 3)
* Deliverables (full)
* Problem statement (the best)
* Risks & remedies (min 3)
* Responsibilities (full)

**writing : [deadline: 11:00 pm Friday]**

* background info - Wael
* literature review - one Suliman, two Muhannad
* scope - Muhannad

**Final Report Deadline:** 28 September Tuesday.