

## Minutes of Meeting 3

Date: 20/11/2023

Time: 9:30 PM

Attendees:

- Salma Ayman 202201191
- Malak Ahmed 202200812
- Shahd Hossam 202100936
- Mohaned Atef 202100383

Meeting Agenda:

- Complete the design phase of the project
- Finalize the required documents

Minutes:

1. Finalizing the functional and non-functional requirements of the project:  
Ensuring that the requirements are concise, complete, clear, and not redundant
2. Checking all designs
3. Ensuring the cohesion and overall understanding of the project design phase deliverables
4. Finalizing the SRS and SDS documents and ensuring that they are complete:  
Shahd and Malak suggested removing the sequence diagram as it is not required in this phase and may cause some confusion

Task Distribution:

- Design Phase Submission: Salma
- Adding needed changes to the GitHub repo: Malak

Next Step:

- The team should revise the plan for the upcoming week and decide on the framework and technologies that are going to be utilized in the project

Next Meeting: On the 26th of November.