**Meeting Agenda Plan**

**Project Name: Y A-Social-Media-App**

**Date: may 17, 2025**

**Time: 5:15 PM to 6:15 PM**

**Location: REMOTE**

**Chair: SAJED NAJIB TANTUSH**

**Meeting Objectives**

The purpose of this meeting is to discuss the creation of the main SRS and hand out the functional requirements for each member of the team.

**Action Item Review**

The previous meeting served as the project kickoff no specific action items were assigned.

**Schedule Review**

There has been no assigned schedule for the last meeting since it served as a kickoff meeting

**However, a deadline has been assigned in this meeting**

* **Each member has to complete their section of the main SRS by Tuesday**
* **Each member has to complete their own student assigned SRS by Tuesday**

**Risk Management**

The previous meeting was a project kickoff meeting their have no risks realized at the time, also no risks have been caught or noticed during this meeting

**New Action Items**

Some actions have been assigned in this meeting mainly the distribution of the SRS writing and functions.

1. **Distribution of the SRS.**
2. **Assigning the functional requirements to each member.**
3. **Adding Completion deadlines.**

**Mohammed A Elkilani**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**

**Ibrahim Elsharif**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**

**Sajed Tantush**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**

**Mohammed Alzalok**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**

**Rajb Kubti**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**

**Mohammed Algaoud**

* **Write the agreed upon section in the SRS**
* **Write their own assigned Functionalities in the student SRS**