**Meeting Agenda Plan**

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

**Date: JUNE 19, 2025**

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

**Location: REMOTE**

**Chair: SAJED NAJIB TANTUSH**

**ATTENDEES:**

**Sajed Najib Tantush**

**Mohammed Adel Elilani**

**Ibrahim Abdelwahab Elsharif**

**Mohammed Mustafa Elzaalouk**

**Mohammed Al-Amin Al-Qaoud**

**Rajb Khalid Alkubti**

**Meeting Objectives**

The goal of this meeting is to go over the Software Design Document (SDD) and split up the design tasks between team members.

We'll also go through and finalize how the user interface (UI) will look.

**Action Item Review**

The previous meeting served as the entry point for the creation of the SRS and dividing of the web application’s functionalities among the team members.

Also, everyone was expected to complete their individual SRS sections in preparation for the SDD.

**Schedule Review**

In the previous meeting a schedule was been assigned for the completing of the SRS and the team completed their work in time.

**However no immediate deadline has been set yet for the writing of the SDD.**

**Risk Management**

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 SDD writing and Ui.

1. **The team has agreed to begin writing the SDD**
2. **UI design will be created as a team**
3. **The database design has been assigned to certain members**
4. **The rest of the SDD will be divided among the rest of the team**