MeetingNotes

DETAILS

Date: 27.10.2025
Time: 6:00pm
Location: WhatsApp
Topic: Project Kickoff
Meeting

ATTENDEES

Notetaker: Deem Al-Bassam
Attendees: All 10 members
Absence: -

AGENDA

1. Project Introduction and Topic Brainstorming

2. Final Topic Selection: Expense Calculation App

3. Initial Task Distribution Among Members

4. Set Timeline for SRS Document Drafting

ACTION POINTS

1. Discussed and finalized "Expense Calculation App" as the project topic.

2. Broke down initial tasks and distributed responsibilities among all 10 team members.

3. Agreed to start working on the Software Requirements Specification (SRS) document.

4. Set deadline for initial SRS contributions from each member.

MeetingNotes

DETAILS

Date: 31.10.2025
Time: 1.5 hours
Location: WhatsApp
Topic: Detailed Task
Assignment & Timeline
Planning

ATTENDEES

Attendees: All members
Absence: -

AGENDA

1. Review project requirements from guidelines

2. Break down SRS document sections

3. Assign specific tasks to each member

4. Set deadlines for SRS completion

5. Discuss tools for UML diagrams

ACTION POINTS

· Create GitHub repository and set up folder structure

· Write System Overview and Requirements Engineering sections

· Draft Functional Requirements

· Draft Non-Functional Requirements

· Create Use Case Diagram and External Interface Requirements

· Review assigned sections and complete within 3 day

MeetingNotes

DETAILS

Date: 5.11.2025
Time: 1 hours
Location: WhatsApp
Topic: SRS Draft Review & Alignment

ATTENDEES

Attendees: All members
Absence: -

AGENDA

1. Individual progress updates on SRS sections

2. Review completed functional requirements

3. Discuss any challenges or questions

4. Ensure consistency across all sections

5. Plan for final SRS compilation

ACTION POINTS

· Add 2 more functional requirements to reach 8 total

· Clarify security and performance requirements

· Finalize use case diagram using Lucidchart

· Begin compiling all sections into one SRS document

· Submit individual sections to DEEEM by tomorrow

MeetingNotes

DETAILS

Date: 10.11.2025
Time: 2 hours
Location: WhatsApp
Topic: Complete SRS
Document Finalization

ATTENDEES

Attendees: All members
Absence: -

AGENDA

1. Walk through complete SRS document section by section

2. Verify all requirements are clear and testable

3. Ensure use case diagram is included and clear

4. Confirm ethics section addresses 4+ principles

ACTION POINTS

· Make final formatting adjustments to SRS

· Add missing details to requirements engineering section

· Export high-quality use case diagram as PNG/PDF

· Review final SRS version and approve for submission

· Upload SRS to GitHub repository

MeetingNotes

DETAILS

Date: 15.11.2025
Time: 1.5 hours
Location: WhatsApp
Topic: Starting Software
Design Docume

ATTENDEES

Attendees: All members
Absence: -

AGENDA

1. Transition from SRS to SDD phase

2. Review required UML diagrams from guidelines

3. Assign diagram creation tasks

4. Discuss software architecture design

5. Set SDD completion timeline

ACTION POINTS

· Work on Software Architecture Design section

· Create Class Diagram and Sequence Diagrams

· Develop State Diagram and Activity Diagram

· Design Data Flow Diagrams (Level 0 & 1)

· Document Process Model (Agile/Scrum implementation)

· Complete assigned diagrams within 5 days using Lucidchart

MeetingNotes

DETAILS

Date: 20.11.2025
Time: 2 hours
Location: WhatsApp
Topic: UML Diagrams
Review & Feedback

ATTENDEES

Attendees: All members
Absence: -

AGENDA

1. Review all completed UML diagrams

2. Provide feedback on clarity and accuracy

3. Ensure diagrams align with SRS requirements

4. Identify any missing components

5. Discuss integration of all diagrams into SDD

ACTION POINTS

· Adjust class diagram to include all entity relationships

· Simplify state diagram for better readability

· Ensure DFD levels are consistent and logical

· Begin compiling SDD document with all diagrams

· Make final adjustments to diagrams within 2 days