RUBRIC B

Meeting No : Meeting #1

Date : 12/20/2024

Time :

Venue : Google Meet

Chairperson : Othman

Attendees : Elyas

Absent and Reason:

|  |  |  |
| --- | --- | --- |
| No | Agenda | Status/Action |
| 1 | Discuss project goals and requirements. |  |
| 2 | Agree on communication methods and tools. |  |

Photo of Meeting Session:

Screenshot of Google Meet/Zoom/MS Teams etc.



Meeting No : Meeting #2

Date : 12/27/2024

Time :

Venue : Google Meet

Chairperson : Othman

Attendees : Elyas , Amir, Aleya

Absent and Reason:

|  |  |  |
| --- | --- | --- |
| No | Agenda | Status/Action |
| 1 | Prioritize features for implementation. |  |
| 2 | Present UI/UX prototypes. |  |
| 3 | Set deadlines for the Development phase. |  |

Photo of Meeting Session:

Screenshot of Google Meet/Zoom/MS Teams etc.



Meeting No : Meeting #3

Date : 1/10/2025

Time :

Venue : Google Meet

Chairperson : Othman

Attendees : Elyas , Amir, Aleya

Absent and Reason:

|  |  |  |
| --- | --- | --- |
| No | Agenda | Status/Action |
| 1 | Review completed features and testing results. |  |
| 2 | Share progress and demo completed features. |  |

Photo of Meeting Session:

Screenshot of Google Meet/Zoom/MS Teams etc.

