TEAM 4 MEETING AGENDA
ElectroHub online store

TRIPOLI UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY
DEPARTMENT OF SOFTWARE ENGINEERING

DATE
29.04.2025

DATE: APRIL 29, 2025
TIME: 12:00 PM TO 1:30 PM
LOCATION: ONLINE
CHAIR:

2211857614	اسلام حسين بشير أبو جناح
2201805420	اسلام ناصر محمد قناط
2191809944	ايمن منصور إبراهيم التاجوري
2211844686	دانية عارف سليمان البوجديدي
2212857194	دانية محمود صالح مصباح
2181801442	سند الصديق علي العروسي

Meeting Objectives

The objective of this meeting is to discuss and finalize the key requirements for the ElectroHub online store project, assign team roles, and set the initial timeline for the website development phases.

ACTION ITEM REVIEW

Chair: Danya Musbah
Duration: 15 minutes

The team will review the previously assigned tasks related to the initial development of the ElectroHub online store, including data design, interface mock-ups, use case diagrams, scenario planning, and functional requirement specifications.

Each assigned member will briefly present the status of their completed tasks. If any team member is unable to attend the meeting, they must arrange for a representative to provide an update on their behalf.

دانية مصباح

1. Design of data structures.
2. Initial design of website interfaces (UI mock-ups).

إسلام أبوجناح

1. Creation of the use case diagram.
2. Development of possible usage scenarios.

دانية البوجديدي

1. Specification of the website's functional requirements.

Other Team Members

- No action items were assigned previously as they joined the project team later.

Schedule Review

Chair: \<Name of Topic Chair\>
Duration: 45 minutes

This section will focus on reviewing the MS Project schedule (Gantt Chart) for the ElectroHub online store project. The discussion will be structured as follows:

1. Work Completed

- Finalized the data structure design.
- Completed initial user interface (UI) mock-ups.
- Developed the use case diagram and documented potential usage scenarios.
- Compiled the functional requirements specification.

2. Work In Progress

- Refining detailed UI/UX design based on feedback.
- Researching suitable e-commerce platforms and back-end technologies.

3. Upcoming Work

- Start the development of the website prototype.
- Set up the database infrastructure.
- Define system architecture and development standards.

Risk Management

\<Name of Topic Chair\>
10 minutes

- Risks that are actively being monitored.
- New risks that need to be monitored and managed in the upcoming weeks.

Key Risks for Review:
1. Risk 1: Delays in finalizing the UI/UX design, impacting development start dates.
2. Risk 2: Limited availability of team members due to academic workload, causing possible delays in deliverables.

New Action Items

\<Name of Topic Chair\>
5 minutes

Before concluding the meeting, all new action items assigned during this session will be reviewed. The purpose of this review is to ensure that each action item is:
Clearly defined.
Assigned to the appropriate team member.
Agreed upon by all meeting attendees.
New Action Items for Review:
- Action Item 1: [Description of the task] – Assigned to: [Name] – Due by: [Date]
- Action Item 2: [Description of the task] – Assigned to: [Name] – Due by: [Date]
- Action Item 3: [Description of the task] – Assigned to: [Name] – Due by: [Date]